

Facility Usage Approval

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your request for the use of our facility for the upcoming conference meeting has been approved. Below are the details regarding your reservation:

- **Event Name:** [Insert Event Name]
- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location:** [Insert Facility Name/Room]
- **Number of Attendees:** [Insert Number]

Please ensure that you adhere to all facility guidelines during your event. If you have any special requests or require additional information, feel free to reach out to us.

Thank you for choosing our facility for your conference meeting. We wish you a successful event!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]