

Facility Usage Inquiry for Sports Practice

Date: [Insert Date]

To: [Facility Manager's Name]

[Facility Name]

[Facility Address]

Dear [Facility Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Role] with [Your Organization/Team]. I am writing to inquire about the availability of your facility for our upcoming sports practices.

We are interested in utilizing your [specific facility, e.g., gymnasium, sports field] for our [specific sport, e.g., basketball, soccer] practices on the following dates:

- [Date 1]
- [Date 2]
- [Date 3]

The preferred time slots for practice are [insert preferred times]. We are expecting approximately [number of attendees] participants and will ensure adherence to any rules and regulations of the facility.

Could you please provide us with information regarding the availability of the space, as well as any associated rental fees and guidelines for usage? We appreciate your assistance and look forward to your reply.

Thank you for your time.

Sincerely,

[Your Name]

[Your Position]

[Your Organization/Team]

[Your Contact Information]