

Facility Usage Permission Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Facility Manager's Name]

[Facility Name]

[Facility Address]

[City, State, Zip Code]

Dear [Facility Manager's Name],

I am writing to formally request permission to use [Facility Name] for an educational workshop organized by [Your Organization] on [Date of Workshop]. The workshop is aimed at [Brief Description of Workshop Purpose].

The details of the event are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Expected Participants:** [Insert Number]
- **Facilities Required:** [List Any Specific Requirements]

We believe that [Facility Name] would provide an excellent environment for our participants. We assure you that all necessary precautions and rules will be followed to maintain the facility's integrity.

Please let us know if you require any further information to process our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]