

Facility Usage Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Facility Name]

[Facility Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request the use of [Facility Name] for a charity fundraiser event that we are organizing to support [Charity Cause/Organization] on [Event Date].

The event will take place from [Start Time] to [End Time] and we expect approximately [Number of Attendees] participants.

We believe that hosting this event at your facility will greatly enhance our efforts in raising funds and awareness for [specific goal]. We are committed to ensuring the space is returned in the condition we found it, and will take full responsibility for any necessary cleanup.

Thank you for considering our request. We look forward to the opportunity to work together for this meaningful cause. Please let us know if you need any additional information or would like to discuss this matter further.

Sincerely,

[Your Name]

[Your Title/Position if applicable]

[Organization Name if applicable]