

# Facility Usage Request for Corporate Retreat

Date: [Insert Date]

To: [Facility Manager's Name]

Facility: [Facility Name]

Address: [Facility Address]

Dear [Facility Manager's Name],

I hope this message finds you well. I am writing on behalf of [Your Company Name] to formally request the usage of your facility for our upcoming corporate retreat.

Details of the retreat are as follows:

- **Event Date:** [Insert Date]
- **Duration:** [Insert Start Time] to [Insert End Time]
- **Number of Participants:** [Insert Number]
- **Requirements:** [List any specific requirements, e.g. conference room, audio/visual equipment, catering]

We believe your facility would be an ideal location for this event due to [reason why you chose the facility]. We would appreciate your confirmation of availability for the specified date and any related costs or requirements on your end.

Thank you for considering our request. We look forward to the possibility of working together to make our corporate retreat a success.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]