

Facility Usage Request for Team-Building Activity

Date: [Insert Date]

To: [Facility Manager's Name]

[Facility Name]

[Facility Address]

Dear [Facility Manager's Name],

We are writing to request the use of [Specify Facility/Room Name] for a team-building activity scheduled for [Insert Date] from [Start Time] to [End Time].

The purpose of this activity is to [Briefly Explain the Purpose, e.g., improve team collaboration, enhance communication skills, etc.]. We anticipate approximately [Number of Participants] participants.

We kindly ask for access to the following amenities:

- Seating arrangements for [Number of Participants]
- Audio/visual equipment
- Refreshments (if applicable)

Please let us know about the availability of the facility on the specified date and any associated costs or requirements we should be aware of.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]