

Communal Area Reservation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Community/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the reservation of the communal area located at [Specify Location] for the purpose of [Specify Purpose, e.g., a community meeting, event, gathering] on [Specify Date] from [Start Time] to [End Time].

We anticipate [Number of Participants] participants and will ensure that the space is left in good condition after usage. We also plan to adhere to all community guidelines and policies regarding the use of communal areas.

Thank you for considering our request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information or clarification.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Position, if applicable]

[Your Organization, if applicable]