

Auditorium Access Request

Date: [Insert Date]

To: [Principal's Name]

[School's Name]

[School's Address]

Dear [Principal's Name],

I hope this message finds you well. I am writing to formally request access to the school auditorium for [specific purpose, e.g., a school play, a community event]. The event is scheduled to take place on [insert date], and we anticipate that it will draw an audience of approximately [insert number] attendees.

We will ensure that all necessary precautions and guidelines are followed to maintain the integrity of the auditorium. We would be grateful if you could grant us permission to use the space from [insert start time] to [insert end time].

Thank you for considering our request. Please let me know if you require any further information or documentation.

Sincerely,

[Your Name]

[Your Position, e.g., Teacher, Student]

[Your Contact Information]