

# **Inquiry for Auditorium Availability**

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the availability of the school auditorium for an upcoming event.

We are planning to hold [briefly describe the event] on [insert date(s)]. We would greatly appreciate it if you could provide us with information regarding the availability of the auditorium on these dates, as well as any associated rental fees and guidelines for usage.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]

[Your Organization/School Name]