

School Auditorium Reservation Inquiry

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert School Name]

[Insert School Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the availability of the school auditorium for an event we are planning.

We would like to reserve the auditorium on [insert desired date], from [insert start time] to [insert end time]. The event will be [briefly describe the event, e.g., a school play, a concert, etc.].

Could you please provide us with information on the following:

- Availability of the auditorium on the requested date
- Any associated rental fees or requirements
- Equipment and facilities available for use

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]