

Auditorium Scheduling Request

Date: _____

To: [Name of Auditorium Manager]

[Name of School]

[School Address]

[City, State, Zip Code]

Dear [Auditorium Manager's Name],

I hope this message finds you well. I am writing to request the use of the school auditorium for an upcoming event hosted by [Organization/Event Name], scheduled for [date] from [start time] to [end time].

The purpose of this event is [brief description of the event]. We expect approximately [number of attendees] participants, and we would like to utilize the auditorium's facilities, including [list any specific requirements, e.g., audio/visual equipment, seating arrangements, etc.].

Please let us know if the requested time is available, and if there are any forms or further information needed to complete this request. We greatly appreciate your assistance and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Organization/School Name]

[Contact Information]