

Application for Usage of School Auditorium

Date: [Insert Date]

To,
The Principal,
[School Name],
[School Address].

Subject: Application for Usage of School Auditorium

Dear [Principal's Name],

I am writing to formally request permission to use the school auditorium for [event name] scheduled on [event 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 will ensure that the auditorium is left in clean condition after use. Please let us know if there are any forms or fees required for this request.

Thank you for considering our application. We look forward to your positive response.

Sincerely,
[Your Name]
[Your Position/Role]
[Contact Information]