

Reservation Request for Fundraising Gala

Date: [Insert Date]

To: [Venue Contact Name]

[Venue Name]

[Venue Address]

Dear [Venue Contact Name],

I hope this message finds you well. I am writing to formally request a reservation for our upcoming fundraising gala, scheduled for [Insert Date] at [Insert Time]. We expect approximately [Insert Number] attendees and would love to host this important event at your esteemed venue.

Please let us know the availability of the space and any details regarding the rental agreement, including pricing and amenities offered. We are looking forward to creating a memorable evening for our guests in support of [Insert Cause or Organization].

Thank you for considering our request. I appreciate your assistance and look forward to your prompt response.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]