

Venue Rental Request

Date: [Insert Date]

To: [Venue Manager's Name]

[Venue Name]

[Venue Address]

Dear [Venue Manager's Name],

I hope this message finds you well. I am writing to inquire about the availability of your venue for a birthday party celebration on [insert date of the party]. We are expecting approximately [insert number of guests] guests.

The party is planned to start at [insert start time] and will conclude by [insert end time]. We would like to utilize the facilities for the event, including [mention any specific requirements such as seating, catering, etc.].

Please let me know about the rental fees, deposit requirements, and any necessary arrangements that need to be made in advance.

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]