

Community Center Request Acceptance

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are pleased to inform you that your request for the use of the [specific area/room] at the [Community Center Name] has been approved. We appreciate your initiative to engage with the community through [mention purpose of the request, e.g., workshops, events, etc.].

The reserved date is [insert date], from [insert start time] to [insert end time]. Please arrive at least 15 minutes early for setup and ensure that the area is left clean after your event.

If you have any additional requirements or need further assistance, feel free to contact us.

Thank you for your contribution to our community!

Sincerely,

[Your Name]

[Your Title]

[Community Center Name]

[Contact Information]