

[Your Name]

[Your Position]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Inquirer's Name]

[Inquirer's Address]

[Inquirer's City, State, Zip Code]

Dear [Inquirer's Name],

Thank you for your inquiry regarding the rental of our facility. We appreciate your interest in hosting your event with us.

We are pleased to inform you that our facility is available on [insert date(s) requested]. The rental rate is [insert rate] and includes [list any amenities].

Please let us know if you would like to proceed with the reservation or if you have any further questions. We would be happy to assist you.

Thank you for considering us for your event. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]