

Retirement Community Facility Use Permission

Date: _____

To Whom It May Concern,

We, the management of [Retirement Community Name], hereby grant permission for the use of our facility located at [Address] for the purpose of [event description, e.g., birthday celebration, community meeting, etc.].

The event is scheduled for [date] from [start time] to [end time]. The expected number of attendees is [number].

We kindly ask that you adhere to the following guidelines:

- Clean up after the event.
- Respect the property and any community rules.
- Notify management of any damages or issues.

Should you have any questions or require further information, please feel free to contact us at [phone number] or [email address].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Retirement Community Name]
[Contact Information]