

Rental Use Approval Submission Letter

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally submit my request for approval for rental use of [property address or description of the property] for [specific purpose, e.g., an event, long-term rental, etc.] from [start date] to [end date].

Attached to this letter are all the necessary documents, including [list any attached documents, e.g., rental application, ID, etc.]. I believe this rental will [mention any benefits of the rental use].

I kindly ask for your consideration of this request and look forward to your positive response. Should you need any additional information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]