

# Venue Request for Anniversary Celebration

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Venue Manager's Name]  
[Venue Name]  
[Venue Address]  
[City, State, Zip Code]

Dear [Venue Manager's Name],

I hope this message finds you well. I am writing to request the use of your venue for a special occasion - an anniversary celebration for my [relationship, e.g., parents, spouse, etc.]. We are planning to host this event on [date] from [start time] to [end time].

We anticipate approximately [number of guests] guests attending and would like to know if your venue is available on that date, as well as any pricing information, packages, and facilities that you offer.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,  
[Your Name]