

TYPE ON CLUB LETTERHEAD OR TYPE CLUB'S NAME

DATE

INSERT CONTACT'S NAME

TITLE

STREET ADDRESS

CITY, STATE/PROVINCE, ZIP CODE

COUNTRY

Dear MR., MRS., MS. INSERT LAST NAME,

I am requesting permission on behalf of the INSERT CLUB NAME to hold an INSERT ACTIVITY OR EVENT in the INSERT LOCATION. The INSERT ACTIVITY is open to INSERT CLASS OR GROUP TYPE at INSERT SCHOOL NAME OR CENTER NAME. As I'm sure you're aware, INSERT THEME is a very relevant topic and we want to do our part to raise awareness among youth.

We would like to hold the INSERT EVENT on INSERT DATE AND TIME. It would be greatly appreciated if you would grant us the use of the facility during that time. We would handle the setup, takedown and cleanup of the area, if necessary.

I will be contacting your office to discuss the activity on INSERT DATE. If you would like to speak with me before then, please contact me at INSERT NAME AND CONTACT INFORMATION.

Thank you for your time and consideration. I look forward to speaking with you.

Sincerely,

INSERT PROJECT CHAIR'S NAME

TITLE