Simple short hall booking letter

Subject: Application for Booking of Local Hall

Dear [Officer's Name],

I would like to book the [Name of Hall] for a marriage ceremony on [date]. We anticipate around [number] guests. Please confirm availability and the steps required to complete the booking.

Thank you for your time and help.

Sincerely,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/application-format-for-booking-marriage-hall-or-venue