

Casual message for community hall booking

Subject: Request to Book Community Hall for Wedding Function

Hi [Recipient's Name],

Hope you're doing well. I wanted to check if the community hall is available on [date] for a wedding event we're organizing for our family. We're expecting about [number] people and would like to use the hall from [start time] to [end time].

Please let me know the rental cost, decoration options, and any other requirements needed to confirm the booking. Looking forward to your response.

Thanks and regards,

[Your Name]

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