

Official request to book government hall

Subject: Application for Booking Government Marriage Hall

Dear Sir/Madam,

With due respect, I wish to submit an application for the booking of the [Name of Venue] for a marriage ceremony on [date]. The event will be attended by family members and guests numbering approximately [number].

Please guide us regarding the required documents, charges, and payment procedures for finalizing the reservation. We are ready to comply with all the regulations set by your department.

Your positive response will be highly appreciated.

Sincerely,

[Your Full Name]

[Address]

[Contact Number]

Get more templates here:

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