

Professional Business Event Permission Request

Subject: Request for Permission to Use Conference Hall for Corporate Training

Dear [Facility Manager/Property Owner],

I am writing on behalf of [Company Name] to formally request permission to use your [specific facility/premises] located at [address] for our upcoming corporate training seminar.

Event Details:

- Date: [Date]
- Time: [Start time] to [End time]
- Expected attendees: [Number]
- Nature of event: Professional development training
- Equipment needed: [List any special requirements]

We understand that use of your facility requires proper authorization and we are prepared to comply with all terms and conditions you may require. We will ensure that the premises are left in the same condition as found and will provide appropriate insurance coverage for the event.

Please let us know your availability and any rental fees associated with this request. We would appreciate the opportunity to discuss this further at your convenience.

Thank you for your consideration.

Sincerely,

[Your Name]

[Title]

[Company]

[Contact Information]

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