

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Temple/Chapel Name]
[Temple/Chapel Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the use of the [specific chapel or room name] at the [Temple/Chapel Name] for [purpose of usage, e.g., a family event, meeting, etc.] on [desired date] from [start time] to [end time].

We anticipate [number of attendees] attendees and will ensure that all activities are conducted in accordance with the guidelines and standards of the [Temple/Chapel Name].

Please let me know if this date and time are available, and if there are any specific requirements or further information needed to proceed with this request.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position if applicable]