

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

[Recipient's Name]  
[Temple Name]  
[Temple Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to request a group reservation for our upcoming visit to the [Temple Name] on [desired date]. We anticipate a group of approximately [number] members from our congregation, [Congregation Name].

We would like to schedule our visit for [specific time, if applicable] and are interested in participating in [specific ordinances/services, if applicable].

Please let us know about the availability, as well as any requirements or forms we need to complete for the reservation. You can reach me at [your phone number] or [your email address] for any further information.

Thank you for your assistance. We look forward to our visit and to experiencing the spirit of the temple together.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Congregation Name]