

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Event Coordinator/Manager]
YHA [Location Name]
[Location Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Event Request - [Event Name/Type]

I hope this message finds you well. I am writing to formally request the use of facilities at YHA [Location Name] for an upcoming event. Below are the details of the proposed event:

- ****Event Name:**** [Event Name]
- ****Event Date:**** [Proposed Date]
- ****Event Time:**** [Start Time - End Time]
- ****Expected Attendance:**** [Number of Attendees]
- ****Event Type:**** [Type of Event - e.g., workshop, meeting, etc.]

[Brief description of the event and its purpose.]

Please let me know if the requested date is available, along with any specific requirements or forms needed to proceed with the booking.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Organization (if applicable)]