Date:

Dear (mention the name of the person in church authority),

I, with my other group members, hold different educational events at different places. In this season, we have planned to visit your area and use your church for conducting an educational event as a venue.

Our event will be commenced on 25th March 20XX and will end on 31st March 20XX. We want to use the church during these days from 7 am to 8 pm every day except Sunday.

For holding this event successfully, we would like to use the auditorium, stage, washroom, and lawn of the church. We will also need the furniture of the church so that we can hold our event successfully.

I would like to request you to draft a document of terms and conditions for using the church premises. Additionally, please create the cost breakdown so that we can know how much it will cost us to organize the event in the church.

I am looking forward to your reply and consideration. I appreciate your approval in advance. Feel free to contact me on my phone number [X].

Regards,

Yours sincerely,

Name of the sender

Signatures of the sender

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