**[Sender Name]**

[Sender Title]

**To**

[Receiver Name]

[Receiver Title]

[Addess]

[Email]

**From**

[Sender Name]

[Sender Title]

[Addess]

[Email]

 [Date]

[Name]

[Title]

[Organization]

[Address]

[City], [State] [Zip Code]

Dear: School Principal

**RE:** Request to Hold our Job Fair at your School Grounds

We are a recruitment firm that is based in this city. From time to time, we do host job fairs that are geared towards acquainting job seekers with the pieces of information they need to make the best career choices. This year, many job seekers have confirmed their attendance. We cannot use our hall to do the same as we have consistently done over the years. That is why we seek a larger venue this time around.

Of all the institutions that may exist for our consideration, it is your school grounds that have the largest capacity. Moreover, it is also open enough to allow for smooth movements and unconstrained breathability.

 We ask that you notify us urgently about the availability of the venue and the charges that ordinarily come along. We look forward to positive feedback.

Sincerely,

[Signature]

[First Name]