|  |  |
| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

Dear Madam,

**RE:** Permission to Hold Talk at your Institution

Our organization is a motivational and inspirational company. From time to time, we do hold talks on a couple of issues that pertain to careers, money, success, and life in general. We hold these events on a rotational basis. It simply means that we shift our venues from one institution to another. For the upcoming talk that shall be centered on careers, money and wealth, we have seen it wise to come to your school and use its assembly.

This decision has been informed by the fact that many of the participants who have confirmed attendance and school children largely drawn from the school district wherein your school is located.

The event requires the use of your school assembly hall and the facilities they provide. Examples of these are the electrical wiring, public address system, and the storage facilities. We understand only too well that the utilization of these facilities shall demand some money.

In your reply, which we hope shall be positive, we ask that you break down to us the cost aspects as well as the due dates.

Sincerely,

[Signature]

[First Name]

[Last Name]