**Letter Requesting Permission to Use a Venue**

To,  
The Manager,  
\_\_\_\_\_\_\_\_\_\_(Name of the Venue)  
\_\_\_\_\_\_\_\_\_\_(Address)

Date: \_\_/\_\_/\_\_\_\_(Date)

From,  
\_\_\_\_\_\_\_\_\_\_ (Your Name)  
\_\_\_\_\_\_\_\_\_\_ (Address)

Subject: Permission to use the venue for the \_\_\_\_\_\_\_\_\_\_(Wedding/ Party)

Respected Sir/ Madam,

Courteously, I am \_\_\_\_\_\_\_\_\_\_(Name) from \_\_\_\_\_\_\_\_\_\_(Mention your city). I am writing this letter to seek permission to you venue\_\_\_\_\_\_\_\_\_\_(Name of the venue) for \_\_\_\_\_\_\_\_\_\_(Wedding/ Party/ Anniversary, any other occasion). The date for the event is \_\_\_\_\_\_\_\_(Mention Date), from \_\_\_\_\_\_\_(Time) to \_\_\_\_\_\_\_(Time). The number of people attending the event \_\_\_\_\_\_\_\_\_\_(Number of people).

I am ready to pay for the booking amount and other expenses. Also, I assure you, that no harm or damage will be done to the venue by any means. If done, I will be responsible for the damage. I request you to please permit me to use the venue for the above-mentioned date.

Yours Sincerely/Faithfully,

\_\_\_\_\_\_\_\_\_\_(Name)  
\_\_\_\_\_\_\_\_\_\_(Contact Details)