**Request Letter for Permission to Use a Venue of other Institute**

Date…

The Landlord/Owner (Concern Authority),

Job Designation/Business type…

Address…

**Sub: Permission Request to Use a Venue**

Dear Mr./Mrs. XYZ,

I am writing this letter to request you for the use of your farmhouse (Type of venue) on (date) of the next week. It is stated that plan on hosting a [type of party, e.g., business or DJ Night) at your farmhouse. We are a group of three that go by the name of (Productions House name/Institute name). (Describe in your own words).

What we actually do is that we organize parties, swimming sessions and much more for our clients. This time our client is going to be an international pop sensation (Respected Authority name). (Respected Authority name) will be flying to the country next week and shall be staying here for one month.(Explain all about the arrangements). NOC for holding this event has been signed by the local government officials and I am attaching a copy of the NOC along with this letter. (Explain the actual cause and situation).

Moreover, I assure you as the head of my production team that no vulgarity, misuse of the venue or any other thing will happen that shall prove harmful to you. (Cordially Describe your requirements). If anything, unfortunate tends to happen I am ready to pay the fine.

I hope that you will permit us to use your venue for the day and happily participate in the event as this event is not just for us, it’s for the music industry of our country.

Thanking you and best regards,

Your name…

Job Designation…

Company/Institute name…

Contact info. and signature…