Request for Permission to Use the City Hall for a Funds Drive

To Whom It May Concern

Ours is an organization that aids homeless people in coping with their stay. We, among others, give them one hot meal a day, furnish them with toiletries, and sleeping gears.

To do all these, we raise money from friends, well-wishers, and the general public. In many cases, we organize public finds drive to solicit for funding and donations.

This year, we intend to do so in your city. For that, we ask that you allow for the use of your city hall. The funds shall happen three months from today.

We do hope for positive feedback from you. In your reply, kindly let us know how much the hall goes for and any other terms that may be relevant for us.

We are waiting,

Thanks and Regards,

Sincerely,

FirstName LastName