

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

To  
The Principal  
[School Name]  
[School Address]  
[City, State, ZIP Code]

Subject: Request for Permission to Use School Facilities

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request permission to use certain school facilities for [briefly describe the event or activity, e.g., "our community youth art workshop"], which is scheduled to take place on [preferred dates and times].

The purpose of this event is to [state the purpose, e.g., "encourage creativity and artistic expression among local youth"]. To successfully host this event, we kindly request the use of the following facilities:

- [Facility 1, e.g., "School Auditorium"]
- [Facility 2, e.g., "Art Room"]
- [Any additional facilities needed]

We assure you that all activities will be conducted with the utmost care and respect for the school's property and regulations. Our team is committed to adhering to all school policies and will take full responsibility for maintaining cleanliness and orderliness throughout the event.

Should you require any further information regarding the event or its organizers, please do not hesitate to contact me at [your contact information]. We would greatly appreciate your support and approval, and we are willing to meet at your convenience to discuss this request further.

Thank you for considering our inquiry. We look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position, if applicable]  
[Organization Name, if applicable]