Request Letter for Church Venue

[Your Name]

[Address]

[City, State Zip Code]

[Phone Number]

[Email]

[Date]

[Name]

[Title]

[Organization]

[Address]

[City, State Zip Code]

Re: Permission Letter to Use Church Premises

Respected Mr. /Ms. Last Name:

I am one of your church's members, and I have already told you that I want you to officiate my upcoming wedding. What I didn't mention is that I also intend to use the church grounds for my reception afterwards.

I'm asking for your express permission to do [activity] on [date] from [time] to [time]. It will last around  [number of hours].

Please let me know in advance if it's possible or not. If there are any costs, please tell me as soon as possible so I can budget for it.

Phone me on [phone number] for any urgent matters or issues. I hope that you will respond to this request of mine as soon as possible.

Respectfully Yours,

Signature [hard copy letter]

First Name Last Name