

Request Letter for Permission to Use a Venue

To whom this may concern

Dear Sir/Ma'am,

This I'd to state that we, from the Samriddhi Welfare Society has organised a donation camp to distribute books to the underprivileged children. For the camp, we will need some space to organise the distribution. Hence, we found the Sampreti Club Ground as a feasible spot to invite the children and held a small cultural function following the distribution. The camp will be held on 5th September, and I believe the ground will not be used by another party on that day.

We will be highly obliged of you grant permission for that day. We promise the ground will not be damaged by any means.

Thank you.

Sincerely,
Kamal Mehta
President
Samriddhi Welfare Society

