

## Request Letter for Permission to Use a Venue

To,  
The Landlord,

Dear Mr.XYZ

I am writing this letter to request you for the use of your farmhouse on the Saturday of the next week. It is stated that plan on hosting a DJ Night at your farmhouse. We are a group of three that go by the name of (3:00Am Productions).

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 (Dj. Edward Maya). Mr. Maya will be flying to the country next week, and shall be staying here for one month. 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.

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. 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,  
XYZ.