

# Example Letter



STUDENT LIFE CENTER GROUP • SAN JOSÉ STATE UNIVERSITY BOX #32 • SAN JOSÉ, CA 95192-0038

February 23, 2017

TO: Student Union Event Services

FROM: Josephine Smith  
Recognized Student Officer Position, Student Organization Name

RE: Use of (Classroom, Lawn Areas, Spartan Memorial, Gyms)

Our organization/department would like to request the use of (insert requested area) on May 25, 2017 for our Annual Researchers Award show. The show will involve the SJSU campus as well as guests from other campuses. We are expecting 300 people from off-campus and will have 150 people from on-campus attending. I understand that the event and those attending will be my responsibility and will be on-site for the length of the show. If I am unable to attend, I will have another faculty member attend in my place.

There will be no admission fee for this event. We will need to use the (insert requested area) from 8:00 am until 5:00 pm (including set-up and clean-up). This show has become the finale for the Researchers Trade Show, which takes place at a nearby facility. We will require technical assistance, with lighting and sound. We understand that no tacks, tape, nails, or other adhesives are allowed to attach the decorations within the (insert requested area) and are thinking up creative decorating solutions. Also, we will not be offering any refreshments.

We thank you for your consideration in this matter. If you need further information or have questions, please contact me at (408) 924-5555. If we need to cancel the event, we will contact you at least 2 weeks in advance to avoid the cancellation fee.