

Please use this template to prepare the request letter

[Date]

Archivist of the United States  
National Archives and Records Administration  
700 Pennsylvania Avenue, N.W.  
Washington, D.C. 20408

Dear :

On behalf of **[organization/company name]**, I am inquiring about the use of the **[name of room]** at the National Archives Building on **[date]** at **[time]** for **[# of people]** for **[name of event]**.

The **[organization/company name]** is **[give information about organization. Is it cultural, educational, literary, scientific, etc?]**

**[Describe type, purpose and time frame of the proposed event and its relatedness to the Archives' mission and /or programs. Clearly outline the relevant connection of the proposed event to the Archives. Describe who the invitees/attendees are and purpose of the event]**

**[Organization name]** agrees to pay the **[Foundation for the National Archives Corporate council donation of \$ (determined by the FNA)]** or **[National Archives Trust Fund a space use fee of \$ (determined by Special Events and Scheduling staff)]**. We will also pay the National Archives administrative fee of \$1,500 and event support costs such as security, audio visual and facility management services; if applicable.

**[Organization name]** agrees to pay all other direct costs associated with the event, such as catering, décor and entertainment.

I hope that you will give serious consideration to this request. **[Name of event contact with organization]** will be in touch with your Special Events and Scheduling staff to discuss this proposal.

Sincerely,

**[Signed by head of the organization]**