

Please use this template to prepare the request letter - send to [specialevents@nara.gov](mailto:specialevents@nara.gov)

Date

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

Dear Mr. Ferriero:

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 National Archives Trust Fund a space use fee of \$ **(determined by Special Events staff)**. We will also pay the National Archives administrative fee 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.

Sincerely,

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