

Alex Example
Example sender address
Fictional details for this demonstration

16 September 2026

Example Community Centre
Example recipient address

Subject: Request for information about room hire

Dear team,

Please could you send me information about hiring a room for a small community meeting?

I would like to know which rooms are available, how many people each room can hold, and the hire charges. Please also let me know whether step-free access and accessible toilets are available.

Thank you for your help.

Yours sincerely,

Alex Example

Example only: all names and address lines in this letter are fictional. Replace them with your own details before using a letter.