## [Councillor Name]

## [Councillor Area name]

## VIEW Clubs of Australia

## [Postal address]

## [State] [State] [Postcode]

## 20 January 2025

## [Organisation/Venue]

## [Address]

## [State] [State] [Postcode]

## Dear [Name/Committee],

## **Request for Waiver of Room Hire Fee**

## I will be hosting an event for [number of attendees] people at your venue on [Date] and would like to make a formal request to you to have the room hire fee at your venue waived for such event.

## VIEW (Voice, Interests and Education of Women) was formed in 1960 as a service to women in the community and has a five decade history of supporting the work of The Smith Family a children’s education charity that helps disadvantaged young Australians to succeed at school so they can create better futures for themselves.

## VIEW is a national network of women supporting the work of The Smith Family through volunteering, fundraising and sponsoring disadvantaged students on the *Learning for Life* program.

## I hope that your venue will give favourable consideration to this request.

## For further information, please do not hesitate to contact me on [Phone number].

## Yours sincerely,

## [Councillor Name]

## [Councillor Area name]

## VIEW Clubs of Australia