## [Club name] VIEW Club

## [Postal address]

## [State] [State] [Postcode]

## 12 January 2023

## [Organisation/Venue]

## [Address]

## [State] [State] [Postcode]

## Dear [Name/Committee],

# Request for Waiver of Room Hire Fee

## [Club name] VIEW Club would like to make a formal request to you to have the room hire fee at your venue, waived for our regular monthly meeting.

## VIEW (Voice, Interests and Education of Women) was formed in 1960 as a service to women in the community and has a six decade history of supporting the work of The Smith Family, a children’s education charity that helps young Australians in need 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 [Club name] VIEW Club favourable consideration to this request.

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

## Yours sincerely,

## [Name]

## [Position]

## VIEW Clubs of Australia