Dear (NAME OF FACILITY):

My name is Name and I am a Coordinator for the Chapter Name of NSAI (Nashville Songwriters Association International [www.nashvillesongwriters.com](http://www.nashvillesongwriters.com)). As a Local Chapter, we host meetings once a month that typically consist of song feedback sessions, writing exercises, Music Business education, etc. As we plan our in-person meetings for the year, your venue came to mind as an ideal local location! We would love to know more about the potential to use your space and any additional information you may be able to provide.

Our Local Chapter currently meets:

- Day of the monthly meeting

- Time

We comply with any facility, local, county, state, or federal safety mandates and hold ourselves responsible for ensuring that the facility is left as we found it after each meeting. NSAI also requests a copy of the facility’s Certificate of Insurance (COI) that we can provide for their records, and we can also provide a copy of NSAI’s upon request.

I am happy to answer any questions you may have. Thank you again for your consideration. Our songwriter members are a great community of individuals, and we would be honored to meet at your location.

Sincerely,

(COORDINATOR NAME)