

To: [Recipient's Email ID]

CC: [Your Email ID]

Subject: Thank You For Allowing Us To Use Your School Premises

Respected Ms. [Principal's Name],

I am deeply grateful to you for allowing us to use your school's assembly to showcase our dance recital to the kids. I must admit that the stage at the school assembly was spacious and ideal for performing dance recitals like ours. In addition to this, your support staff was helpful and were very caring. They assisted us in decorating the stage and also helped in managing the kids while we were performing.

I sincerely hope that the kids enjoyed our dance recital. In fact, we enjoyed a lot, performing in front of the kids. We also enjoyed performing on that stage. Again thank you for giving us this opportunity. Hope that we get a chance to perform such acts in the future as well.

Yours sincerely,

[Your Name]

[Contact Number]

