

To: Ariane Hyatt, Oklahoma County Public Buildings Authority Event Coordinator

From: Clarinda Ellis

Date: 7-24-2026

This letter serves as our formal request to reserve the Lincoln Building Event Room, located at 4205 N. Lincoln Blvd., OKC, OK 73105.

Date: August 15, 2026

Time: 10:00 am - 9:00 pm

Title of Event: 107th Birthday Celebration

Purpose:

Estimated Attendance: 50-100

Set-up Time Requested: 9:00

Tear-down Time Requested: 8:30

Additional Notes:

Sincerely,

Clarinda Ellis