

Cost Estimate Request for Club Initiatives

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Cost Estimate for Upcoming Club Initiative

Dear [Recipient's Name],

I hope this message finds you well. As part of our efforts to enhance the activities of [Club Name], we are planning [brief description of the initiative, e.g., a community service project, an event, etc.].

In order to move forward, we would like to request a detailed cost estimate for the following items:

- [Item 1]
- [Item 2]
- [Item 3]

We would appreciate it if you could provide the estimate by [insert deadline], as we are looking to finalize our budget for this initiative shortly thereafter.

Thank you for your assistance. Please feel free to reach out if you have any questions or require further details.

Best regards,

[Your Name]

[Your Position/Title]

[Club Name]

[Your Contact Information]