

Joint Event Planning Proposal

Date: [Insert Date]

To: [Recipient Name]

[Recipient Club/Organization Name]

[Recipient Address]

Dear [Recipient Name],

I hope this letter finds you well. I am writing on behalf of [Your Club/Organization Name] to propose an exciting collaborative event that we believe will be beneficial for both our clubs and the community.

Event Overview

The proposed event, titled "[Event Title]," aims to [briefly describe the purpose of the event, e.g., promote community engagement, raise awareness, etc.]. We envision a date of [Proposed Date] and would be interested in your club's involvement.

Event Details

- **Proposed Date:** [Insert Date]
- **Location:** [Insert Location]
- **Target Audience:** [Describe Target Audience]
- **Objectives:** [List Objectives]

Roles and Responsibilities

We propose that [Your Club/Organization Name] will handle [describe specific responsibilities], while [Recipient Club/Organization Name] would take charge of [describe specific responsibilities]. This collaboration will ensure a successful event with shared resources and efforts.

Next Steps

We would love to discuss this proposal further and explore how we can work together. Please let us know your availability for a meeting at your earliest convenience.

Thank you for considering our proposal.

We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Club/Organization Name]

[Your Contact Information]