Inquiry for Assistance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently in the process of organizing a multi-day retreat aimed at [brief description of the retreat's purpose]. We are looking at potential dates of [insert potential dates], and I am seeking your assistance in the planning and execution of this event.

Given your expertise and experience in organizing similar events, I am eager to discuss how we might collaborate to ensure the success of our retreat. Specifically, I would appreciate your help with [list specific areas of assistance needed, such as venue selection, logistics, catering, activities, etc.].

I would love to schedule a meeting at your earliest convenience to discuss this further. Please let me know if you are available for a call or in-person meeting in the coming weeks.

Thank you for considering my request. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Position/Organization, if applicable]