

Letter of Coordination for Festive Decor

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. As we approach the festive season, the Church Festive Decor Coordination Team is excited to announce our plans for this year's decorations. Our goal is to create a warm and inviting atmosphere that reflects the spirit of the season.

We kindly request your assistance and input in the following areas:

- Theme selection
- Material sourcing and availability
- Volunteer coordination for setup and teardown
- Budget considerations

We would like to schedule a meeting on [Insert Date] at [Insert Time] to discuss our ideas further and finalize our plans. Please let us know your availability.

Your support is invaluable to ensure our church is beautifully decorated for the community. Thank you for your consideration.

Warm regards,

[Your Name]

[Your Position]

Church Festive Decor Coordination Team