

Collaboration Request for Poetry Reading Event

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Title] at [Your Organization/Institution]. We are excited to announce an upcoming poetry reading event scheduled for [Date] at [Location]. This event aims to celebrate the beauty of poetry and connect poets with the community.

We are reaching out to explore a potential collaboration with [Recipient's Organization/Individual]. We believe that your involvement would greatly enhance the event and provide a platform for [specific reasons related to their expertise or audience].

We would like to propose a meeting to discuss this collaboration further. Please let us know your availability, and we will do our best to accommodate. Together, we can make this event a memorable experience for all participants.

Thank you for considering this opportunity. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]

[Your Website or Social Media Links]