

Proposal Request for Event Organization

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a proposal for the organization of our upcoming event, [Event Name], scheduled to take place on [Event Date] at [Event Location].

Details of the event are as follows:

- **Event Type:** [Type of Event]
- **Expected Attendance:** [Estimated Number of Attendees]
- **Budget:** [Estimated Budget]
- **Theme/Focus:** [Event Theme or Focus]

We are looking for an experienced event organizer to manage logistics, marketing, program schedule, and all other necessary aspects to ensure a successful occasion. Please include your proposal detailing your approach, past experiences, and cost estimates.

We would appreciate receiving your proposal by [Proposal Deadline]. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] should you have any questions or need further information.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]