

Coordination Letter for Religious Concert

Date: [Insert Date]

Dear [Performer's Name],

We hope this message finds you well. We are excited to coordinate your participation in our upcoming religious concert, scheduled for [Date of Concert] at [Venue]. Your performance will greatly enrich the event.

Event Details:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location:** [Venue Address]
- **Expected Arrival Time:** [Insert Time]
- **Sound Check:** [Insert Time]

Rehearsal Schedule:

We will have a rehearsal on [Rehearsal Date] at [Rehearsal Time]. Please confirm your availability for this session.

Performance Details:

You will perform [Number of Songs] songs, including:

- [Song Title 1]
- [Song Title 2]
- [Song Title 3]

Please let us know if you have any specific requirements for your performance, such as technical needs or special arrangements.

Thank you for being a part of this meaningful event. We look forward to your confirmation and to a wonderful concert together.

Best regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]