

# Request for Participation in Event Committee

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in joining the committee for the upcoming [Event Name] scheduled for [Event Date]. As a [Your Position/Background], I believe my skills and experience align well with the goals of the committee.

I am particularly drawn to this event because [Brief Reason for Interest]. I am confident that my participation can add value to the planning process and contribute positively to the overall success of the event.

Thank you for considering my request. I look forward to the opportunity to discuss my involvement further.

Sincerely,

[Your Name]