

Display Signage Request for Nonprofit Gala

Date: [Insert Date]

[Your Name]

[Your Position]

[Nonprofit Organization Name]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. As we prepare for our upcoming gala on [Insert Date], we are reaching out to request assistance with display signage for the event. The gala will be held at [Venue Name] and aims to raise funds for [Purpose of the Event].

We would like to request the following signage:

- Welcome Signage at the Entrance
- Directional Signs for Various Areas
- Table Signs for Sponsorship Recognition
- Information Signage for Donation Opportunities

We appreciate your support and look forward to showcasing our mission through your signage. Please let me know if you need any further information or details regarding the design and placement of the signage.

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

Warm regards,

[Your Name]

[Your Position]

[Nonprofit Organization Name]