

Application for On-Site Technical Support

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request on-site technical support for our upcoming seminar scheduled on [Insert Date] at [Insert Location]. We anticipate a large number of attendees and want to ensure that all technical aspects run smoothly.

The details of the seminar are as follows:

- Event Title: [Insert Event Title]
- Date and Time: [Insert Date and Time]
- Location: [Insert Location]
- Expected Attendance: [Insert Number of Attendees]

We will require assistance with:

- Audio/Visual Setup
- Wi-Fi Connectivity
- Technical Troubleshooting during the Event

Please let us know the availability of your team and any specific requirements you may need from our side. We appreciate your support and look forward to your prompt response.

Thank you for considering our request.

Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Contact Information]