

Letter of Water Station Setup for Charity Run

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

We are excited to announce our upcoming charity run event scheduled for [insert date]. As part of our efforts to ensure the safety and hydration of all participants, we are requesting support for the setup of water stations along the course.

Details for the water station setup are as follows:

- **Location:** [Specific Locations Along the Route]
- **Number of Stations:** [Number of Water Stations Required]
- **Supplies Needed:** Water bottles, tables, coolers, cups, etc.
- **Setup Time:** [Insert Time] on [Insert Date]

We kindly ask for your support in providing the necessary supplies and volunteers to help manage these stations during the event. Your contributions will be instrumental in ensuring a successful event and promoting health and wellness within our community.

We appreciate your consideration and look forward to collaborating with you to make this charity run a great success!

Thank you for your support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]