

Water Station Setup for Community Event

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Title/Organization]
[Insert Address]
[Insert City, State, Zip Code]

Dear [Recipient's Name],

We are excited to invite you to participate in the upcoming [Event Name] scheduled for [Event Date] at [Event Location]. As part of our commitment to promoting health and sustainability, we are setting up a water station to provide attendees with free, clean drinking water throughout the event.

We believe your partnership in this initiative would greatly enhance the experience for our community members. The water station will include:

- Filtered water dispensers
- Reusable cups
- Signage promoting hydration and sustainability

We kindly request your support in the following areas:

- Providing volunteers to assist at the water station
- Donating supplies such as cups and signage
- Promoting the water station through your channels

Your participation will not only contribute to a successful event but also promote community health awareness. Please let us know if you would be interested in collaborating on this initiative by [Response Deadline].

Thank you for considering our proposal. We look forward to the possibility of working together to make [Event Name] a memorable event for our community.

Warm regards,

[Your Name]
[Your Title]
[Your Organization]
[Your Contact Information]