

Water Station Setup Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the setup of water stations for the upcoming [Name of the Sports Tournament] scheduled to take place on [Date(s) of the Tournament] at [Venue/Location].

Given the nature and duration of the tournament, it is essential to ensure that all participants remain hydrated and comfortable. We would greatly appreciate your support in setting up water stations at strategic locations throughout the venue.

Specifically, we would like to request the following:

- Number of water stations: [Specify Number]
- Type of water provided: [Bottled water / Tap water / Other]
- Location of water stations: [Specify Locations]
- Supplies needed: [Cups, Ice, etc.]

We anticipate a turnout of approximately [Number of Participants] individuals, and providing easy access to water will greatly enhance their experience.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]