

Water Station Setup for School Festival

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

Subject: Water Station Setup for School Festival

Dear [Recipient's Name],

I am writing to propose the setup of a water station at the upcoming school festival on [insert date]. Given the anticipated number of attendees, it is essential to provide ample hydration options for students, parents, and guests.

Details of the proposed water station:

- Location: [Specify location]
- Setup Time: [Insert setup time]
- Supplies Needed: Water coolers, cups, signage, and trash bins
- Volunteers: [Insert number of volunteers needed]

I believe that offering this service will enhance the festival experience and promote hydration for everyone involved. Please let me know if you have any questions or if I can provide further information.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]