

Letter of Agenda Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Local Authority's Name]

[Local Authority's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to submit the agenda for the upcoming event review scheduled on [insert date of the event]. Below is the proposed agenda for your consideration:

Proposed Agenda

1. Welcome and Introductions
2. Review of Previous Event Feedback
3. Discussion on Event Planning and Logistics
4. Budget Review
5. Open Forum for Suggestions
6. Next Steps and Closing Remarks

Please feel free to reach out should you have any questions or require further information. I look forward to your feedback on the agenda.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Organization]