

Alternative Venue Proposal for [Event Name]

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are reaching out to propose an alternative venue for the upcoming [Event Name], initially scheduled at [Original Venue].

After careful consideration, we believe that [Proposed Venue Name] would be an ideal location for your event due to its [list specific benefits such as location, capacity, amenities, etc.].

Key Features of [Proposed Venue Name]:

- Capacity: [Insert Capacity]
- Facilities: [List Facilities]
- Accessibility: [Details on Accessibility]
- Pricing: [Insert Pricing Information]

We would be thrilled to discuss this proposal further and explore how we can make your event a success at [Proposed Venue Name]. Please let us know a convenient time for you to connect.

Thank you for considering our suggestion.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]