

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Suggestion for Event Location

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an alternative location for our upcoming event scheduled on [Event Date]. After considering various options, I believe that [New Location Name] would be an excellent venue for the occasion.

[New Location Name] offers [mention key features such as capacity, amenities, accessibility, etc.]. I believe this location aligns well with our event goals and will enhance the overall experience for our attendees.

I would be happy to discuss this suggestion further and explore the possibilities of hosting our event at [New Location Name]. Thank you for considering this proposal.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]