

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the budget allocation for hiring a conference photographer for our upcoming event scheduled on [Date].

As you know, having a professional photographer will ensure that we capture the essential moments of the conference, providing us with high-quality images for our marketing materials and future promotions. After researching various options, I have identified a few photographers who have experience in covering similar events.

The expected cost for hiring a photographer ranges from [Lowest Estimate] to [Highest Estimate]. I believe that investing in a skilled professional will significantly enhance our event's visibility and impact.

I'd like to propose a budget of [Proposed Budget], which would cover their services for the duration of the conference, including post-event photo editing and delivery of images.

Please let me know a suitable time for us to discuss this further. I appreciate your consideration and look forward to your feedback.

Thank you.

Best regards,
[Your Name]
[Your Position]
[Your Contact Information]