

Request for Photography Proposal

Date: [Insert Date]

To: [Photographer's Name]

[Photographer's Address]

Dear [Photographer's Name],

I hope this message finds you well. I am writing on behalf of [Your Organization's Name] to request a proposal for photography services for our upcoming conference, [Conference Name], scheduled to take place on [Date] at [Venue].

We anticipate a turnout of approximately [Number of Attendees] participants, and we would like to capture key moments from the event, including:

- Opening keynote speech
- Panel discussions
- Networking sessions
- Awards ceremony

We would appreciate it if you could provide us with a proposal that includes your availability, pricing, and any packages you may offer. Additionally, we would love to see samples of your previous work, particularly from similar events.

Thank you for considering our request. We look forward to your prompt reply.

Best regards,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Contact Information]