

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request participation in the upcoming **Annual Cultural Fest** scheduled for [insert date]. Our organization, [Your Organization/Team Name], is eager to contribute to this vibrant celebration of culture and diversity.

We have planned several engaging activities, including [briefly describe planned activities or performances], and believe that our participation will enhance the overall experience of the event.

We kindly ask if you could provide us with further information regarding the application process, participation guidelines, and any other necessary details to ensure a successful collaboration.

Thank you for considering our request. We look forward to the opportunity to be part of this wonderful event.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]

[Your Contact Information]