

Special Event Coverage Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to propose a comprehensive coverage plan for the upcoming [Event Name] scheduled for [Event Date]. As [Your Organization/Your Name], we specialize in delivering high-quality event coverage that captures the essence and excitement of special occasions.

Our proposed services for [Event Name] include:

- Pre-event promotional materials
- Live social media updates
- Professional photography and videography
- Post-event highlights video

The total cost for our services will be [Insert Amount], which includes all necessary equipment, personnel, and post-production work.

We believe that our expertise will enhance the visibility of [Event Name] and provide a lasting record of the day. We would love to discuss this proposal further and answer any questions you may have.

Looking forward to your positive response.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]