

# Event Budget Proposal Request Letter

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a budget proposal for our upcoming event, [Event Name], scheduled on [Event Date]. We believe this event will significantly benefit [explain the purpose of the event and anticipated outcomes].

The estimated budget for the event is as follows:

- Venue Rental: [Amount]
- Catering: [Amount]
- Marketing/Advertising: [Amount]
- Equipment Rentals: [Amount]
- Other Expenses: [Amount]

Total Estimated Budget: [Total Amount]

We would greatly appreciate your support in covering these costs. Your contribution will be acknowledged during the event and in our promotional materials.

Thank you for considering our request. I look forward to discussing this proposal further.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]