

Community Event Souvenir Item Proposal

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. As we prepare for the upcoming [Event Name] scheduled for [Event Date], I would like to propose a unique souvenir item to commemorate this special occasion for our community.

Design Concept

The proposed souvenir item is a [describe the item, e.g., custom mug, t-shirt, keychain], featuring the event logo and relevant community imagery. The design will be vibrant and appealing, representing our community's spirit.

Benefits

- Strengthens community identity.
- Provides attendees with a memorable keepsake.
- Enhances event visibility through merchandise promotion.

Proposed Budget

The estimated cost for producing [quantity] souvenir items is [insert budget]. I believe this is a worthwhile investment for our community, providing lasting memories for all participants.

I would love the opportunity to discuss this proposal further and explore options for collaboration. Please let me know a convenient time for us to meet.

Thank you for considering this proposal. I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Organization]