

City Festival Organization Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[City Council/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request support and collaboration from [City Council/Organization Name] in organizing the upcoming [Name of Festival] scheduled for [Date], at [Location]. This annual festival celebrates [brief description of the festival purpose] and aims to bring our community together.

Your assistance in [specific request, e.g., funding, permits, volunteers, etc.] would greatly enhance the event's success and help promote community engagement.

I would be grateful for the opportunity to discuss this proposal in more detail and explore how we can work together to make this festival a memorable occasion for our residents.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Organization]