

Dear [Friend's Name],

I hope this message finds you well! I have been thinking a lot about our conversations regarding the charity gala, and I am thrilled at the prospect of co-planning this event with you.

As we discussed, we could focus on [briefly outline the cause or charity]. I believe our combined efforts could really make an impact and attract a lot of support.

To get started, I propose we meet on [suggest a date and time] to brainstorm ideas and divide the responsibilities. We can discuss potential venues, catering options, and how to promote the event effectively.

Let me know your thoughts and if the proposed date works for you. I'm really excited to collaborate on this and make a difference together!

Best regards,

[Your Name]