

Proposal for Approval of Student Association Event

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

From: [Your Name]

Position: [Your Position]

Student Association: [Your Association Name]

Subject: Proposal for Approval of [Event Name]

Dear [Recipient's Name],

I am writing to seek your approval for the upcoming event organized by the [Your Association Name] titled "[Event Name]." The event is scheduled to take place on [Event Date] at [Event Location].

Event Details:

- **Purpose:** [Briefly describe the purpose of the event]
- **Date & Time:** [Event Date and Time]
- **Location:** [Event Location]
- **Expected Attendance:** [Estimated number of attendees]
- **Budget:** [Estimated Budget]

Event Activities:

[Brief overview of planned activities during the event]

Benefits:

[Describe benefits of the event for the student community and association]

Your approval is crucial for the successful execution of this event. We genuinely believe that [Event Name] will positively impact our student community.

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

Sincerely,

[Your Name]

[Your Position]

[Your Association Name]