

Letter Template for Intergovernmental Meeting Venue Selection

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Venue Selection for Upcoming Intergovernmental Meeting

Dear [Recipient Name],

I am writing to discuss the selection of a venue for the upcoming intergovernmental meeting scheduled for [Meeting Date]. Given the importance of this meeting and the presence of delegates from various nations, it is crucial to choose a location that is accessible and adequately equipped.

After considering multiple options, I would like to propose the following venues for your consideration:

1. [Venue Option 1: Name, Address]

2. [Venue Option 2: Name, Address]
3. [Venue Option 3: Name, Address]

Please let me know your thoughts on these options, as well as any additional criteria you might have for selecting the venue. I believe a collaborative decision will help us ensure the success of the meeting.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]