

Celebration Coordination Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Coordination of Celebration Event

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in coordinating a celebration event to honor [insert reason for the celebration, e.g., an anniversary, milestone, etc.]. We believe that your expertise in event planning will greatly contribute to the success of this occasion.

The details of the event are as follows:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location]
- Expected Number of Guests: [Insert Number]

We would appreciate your help with the following aspects:

1. Venue decoration
2. Catering services
3. Entertainment options
4. Logistics and guest coordination

Please let us know your availability for a meeting to discuss this further. We look forward to your positive response and hope to work together to make this celebration memorable.

Thank you for considering our request.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]