

# Event Coordination Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to request your assistance in coordinating an upcoming event scheduled for [Event Date] in [Destination]. The gathering aims to [briefly outline the purpose of the event, e.g., celebrate a milestone, host a conference, etc.].

We are expecting approximately [number of attendees] participants and would appreciate your support in the following areas:

- Venue selection and reservation
- Accommodation arrangements
- Catering services
- Transportation coordination
- Event promotion

Our tentative event schedule is as follows:

- [Insert Date and Time]: [Event Activity]
- [Insert Date and Time]: [Event Activity]

We believe that your expertise in event coordination will greatly contribute to the success of our gathering. Please let us know your availability for a meeting to discuss this further. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for considering our request. We look forward to collaborating with you to create a memorable and successful event.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]