

Proposal for Participation in University Cultural Event

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[University/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am [Your Name], a [Your Position] at [Your Organization/Department], and I am writing to propose our participation in the upcoming [Event Name] scheduled for [Event Date].

Our organization is committed to enriching the cultural landscape of our university, and we believe that our involvement in this event would enhance the experience for both participants and attendees. We would like to contribute through [briefly describe the proposed activity, performance, or showcase].

We anticipate that our participation would attract a diverse audience and promote cultural exchange among students and staff. Additionally, we would be happy to collaborate with other groups to create a more engaging and inclusive event.

We are keen to discuss this proposal further and explore how we can work together to make [Event Name] a success. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] to arrange a meeting.

Thank you for considering our proposal. We look forward to the opportunity to contribute to this wonderful initiative.

Sincerely,

[Your Name]

[Your Position]

[Your Organization/Department]

[Your Contact Information]