

Request for Enhanced Supervision at Upcoming Events

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Organization Name]

[Insert Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request enhanced supervision at our upcoming events scheduled for [insert dates and details of the events]. Given the nature of these events and the number of attendees expected, I believe additional supervision would help ensure the safety and security of all participants.

Specifically, we would like to request the following measures:

- [Detail specific supervision measures needed]
- [Add more items as necessary]

We appreciate your consideration of this request and believe that with enhanced supervision, we can create a safe and enjoyable environment for all attendees. Please feel free to reach out at [insert contact information] to discuss this further.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]