

Request for Heightened Supervisory Presence During Events

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a heightened supervisory presence during our upcoming events scheduled on [Insert Dates]. Given the nature of the activities and the number of attendees anticipated, we believe that increased oversight will greatly contribute to the safety and well-being of all participants.

During past events, we have encountered various challenges that warranted immediate supervisory attention, including [briefly describe previous challenges/issues]. To mitigate these risks, a stronger supervisory presence would undoubtedly enhance our preparedness and response capabilities.

We ask for your support in this matter and would appreciate your insights on how we can collaboratively ensure a safe and enjoyable environment for everyone involved.

Thank you for considering our request. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]