

Proposal for Music Workshop Facilitation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to propose a music workshop that I believe would greatly benefit [target audience, e.g., students, community members, etc.]. As a facilitator with [number] years of experience in [specific area of music, e.g., teaching, performance], I am excited about the opportunity to share my knowledge and passion for music.

The workshop will focus on [brief description of workshop content], and it aims to achieve [specific goals or outcomes]. The proposed dates for the workshop are [insert dates], and I suggest hosting it at [location] as it provides [describe any relevant details about the venue].

The format of the workshop will include [outline the structure, e.g., hands-on activities, discussions, performances], making it an engaging experience for participants. I anticipate that the workshop will accommodate approximately [number of participants].

The total cost for the workshop, including materials and travel expenses, is estimated at [insert cost]. I am open to discussing funding possibilities if required.

Please feel free to reach out to me at [your phone number] or [your email address]. I am eager to discuss this proposal further and explore how we can work together to make this workshop a reality.

Thank you for considering my proposal.

Sincerely,

[Your Name]

[Your Title or Position]