

# Professional event proposal for official approval

Subject: Proposal for [Event Name]

Dear [Recipient Name],

I am writing to propose the organization of [Event Name] scheduled for [Proposed Date] at [Venue].

The purpose of this event is to [Event Objective, e.g., raise awareness, celebrate achievement, fundraising].

The proposed agenda includes [Brief Agenda or Activities]. We anticipate [Expected Number of Participants] attendees and have budgeted [Estimated Budget] for successful execution.

We request your approval and support to proceed with planning and coordination. Attached are the detailed event plan, budget, and timeline for your review.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]

[Position]

[Organization Name]

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