## Short, simple email proposal for fast review

Subject:	Proposal:	[Event	Name]	on	[Date]
•	•	_	_		_

Hi [Recipient Name],

I would like to propose [Event Name] to be held on [Date]. The main goal is [Objective]. Attached are a brief outline and budget for your consideration.

Please let me know if you approve or need more information.

Thanks,

[Your Name]

[Position]

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