

[Your Name]
[Your Title/Position]
[Your Department/Organization]
Bowling Green State University
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Recipient Department/Organization]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],
I hope this letter finds you well. I am writing to propose an event that I believe will greatly benefit our community at Bowling Green State University.

Event Details:

- ****Event Name:**** [Title of the Event]
- ****Date:**** [Proposed Date]
- ****Time:**** [Start Time] to [End Time]
- ****Location:**** [Proposed Venue]
- ****Target Audience:**** [Brief overview of the audience]

Purpose of the Event:

[Briefly describe the purpose and goals of the event, including any relevant details about what you hope to achieve.]

Logistics and Support:

[Outline any logistical considerations, such as resources needed, anticipated budget, and any support required from the recipient or their department.]

Next Steps:

I would appreciate the opportunity to discuss this further and explore how we can collaborate for a successful event. Please let me know your availability for a meeting in the coming weeks.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]

Bowling Green State University