

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose an event planning collaboration for [specific event, e.g., a corporate retreat, wedding, conference, etc.], scheduled for [date/location]. Our team at [Your Company/Organization Name] specializes in [briefly describe services or experience]. We believe that with our expertise and your vision, we can create an unforgettable experience for all attendees. We would love to arrange a meeting to discuss this in more detail. Please let us know your availability for the upcoming weeks.

Thank you for considering this proposal. I look forward to the opportunity to work together.

Warm regards,

[Your Name]
[Your Title]
[Your Company/Organization Name]