

[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 request assistance with the planning of an upcoming event hosted by [Your Organization/Company Name]. The event, titled [Event Name], is scheduled to take place on [Event Date] at [Event Location].

[Briefly describe the purpose of the event and its significance, including any key details such as expected attendance, type of event (e.g., conference, wedding, fundraiser), and theme if applicable.]

We are seeking your expertise in [specific areas where you need help, e.g., venue selection, catering, decoration, audio-visual setup, etc.]. We believe that your [mention any relevant experience or skills] would greatly contribute to the success of our event.

Please let me know if you are available for a meeting to discuss this collaboration further. I appreciate your consideration and look forward to the possibility of working together to create a memorable event.

Thank you for your time and support.

Best regards,

[Your Name]
[Your Position]
[Your Organization/Company Name]