

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

Federal Communications Commission  
445 12th Street SW  
Washington, D.C. 20554

Subject: Frequency Coordination Request for [Project/Event Name]

Dear Commission Staff,

I am writing to formally request frequency coordination for [Project/Event Name], which is scheduled to take place on [Event Date] at [Event Location]. We anticipate utilizing the following frequencies for [specific purpose, e.g., wireless microphones, video transmission, etc.]:

1. [Frequency 1]
2. [Frequency 2]
3. [Frequency 3]

This event is expected to attract [number of attendees] and will involve the participation of [list any significant participants or sponsors, if applicable]. We are committed to adhering to all relevant FCC regulations and coordinating with other users to prevent frequency interference.

Please find attached the necessary details about the equipment we will be using and the specific locations of operation.

We kindly request your assistance in coordinating these frequencies to ensure a successful event. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]