

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a performance opportunity for [Event Name/Date], as I believe it aligns perfectly with my artistic vision and the audience's interests.

I am a [briefly describe your background, experience, and style as an artist or performer]. My work focuses on [describe your art form, themes, or influences briefly], and I am passionate about engaging audiences through my performances.

Given your organization's commitment to [mention any relevant themes, goals, or past performances of the organization], I feel that my performance would be a great addition to your event. My proposed set includes [briefly outline the type of performance you would like to present, including any specific pieces or elements].

I would be happy to discuss this opportunity further and provide any additional materials, such as samples of my work or references. Thank you for considering my request. I look forward to the possibility of collaborating with you for this event.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]