

# Request letter for approval of Activity

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**Thomas Clark**

Event Coordinator

Sunshine Community Center

123 Main Street

Austin, TX 78701

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(555) 987-6543

October 21, 2024

**Sarah Mitchell**

Director

Sunshine Community Center

123 Main Street

Austin, TX 78701

**Subject:** Request for Approval of Fundraising Activity

**Dear Ms. Mitchell,**

I hope this message finds you well. I am writing to seek your approval for a fundraising activity that I am planning to organize at the Sunshine Community Center on November 15, 2024. This event will be aimed at raising funds to support our youth development programs and will include a silent auction, live performances, and community engagement activities.

The key details of the activity are as follows:

- **Event Name:** Sunshine Youth Fundraiser
- **Date and Time:** November 15, 2024, from 5:00 PM to 9:00 PM
- **Venue:** Main Hall, Sunshine Community Center

- **Purpose:** Raise funds for expanding youth programs and providing scholarships for underprivileged students.

I have attached a detailed event plan, including the budget, expected number of attendees, and a breakdown of activities. I believe this event will not only generate funds but also foster community involvement and awareness about our programs.

I kindly request your approval to proceed with the necessary arrangements for this activity. Please let me know if any further details are required.

Thank you for considering this request, and I look forward to your feedback.

**Sincerely,**

Thomas Clark

Event Coordinator

Sunshine Community Center.