[Recipient Name]

[Recipient Designation]

Date:

**Subject: Letter to Persuade for Change in Venue**

Dear Mr./Mrs.[name of recipient],

On behalf of [department name] of [company name], I am writing this letter to request you to change the venue of the upcoming [mention event name].

Every year we have been celebrating this event at the [mention the current venue] but this time, we have decided to request you to kindly arrange this event at [mention the desired venue]. [briefly state why you want the event to be arranged at the desired venue]. I hope that you will take our request into consideration and it will not be a problem for management to arrange the event at our suggested venue.

Looking forward to a positive response.

Best Regards.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]