Soham Village College
Soham
Cambridgeshire
CB7 5AA

Newmarket Town Council
King Edward VII Memorial Hall
High Street
Newmarket
CB8 8JP

Proposal to Newmarket Town Council Re: Promotional Film

Dear sir or madam,

I am writing to you today to propose a new promotional video for the town of Newmarket. As part of my BTEC Media Studies course, we have been asked to create a video for your town. My group has decided to (describe the video you are offering to make, the reason(s) you’re making it, the things you hope to include, and why you think it will be of interest to the town of Newmarket).

The film will begin with (describe how you plan to start your film, the places you plan to film, and how you plan to end the film).

One of the important aspects of the film will be the interviews. We plan to interview (discuss the people you plan to talk to and why).

We will use copyright free, downloadable music and original footage, so that we avoid any legal issues and to keep costs low.

Our budget will be \_\_\_\_\_\_\_. We plan to make this video available by (how will the public be able to view your video?). We also hope to make additional money by (how else can you make money off of your video?)

We are hoping that you will be interested in using our video, because (explain why you think the video will be helpful for Newmarket).

We look forward to hearing from you.

Yours faithfully,

Your name here