

Subject: Request for Support for Upcoming Business Expo

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to you on behalf of [Your Company Name] as we prepare for the upcoming Business Expo scheduled for [Date] at [Location]. This event will showcase innovative businesses in our community and provide a platform for networking and collaboration.

We believe that your support would be invaluable in making this event a success. We would like to invite you to be a promotional partner, where you can enhance your visibility and engage with potential clients.

As a promotional partner, your company would receive:

- Logo placement on all promotional materials
- A dedicated booth at the expo
- Mentions in press releases and social media promotions

Your contribution will play a crucial role in helping us bring together local businesses and community members. We would love to discuss this partnership further and explore how we can work together.

Thank you for considering our request. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]