

Annual Holiday Festival Support Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. As we approach the festive season, I am reaching out to seek your support for our upcoming Annual Holiday Festival, which is scheduled to take place on [Insert Date]. This cherished event brings together our community, fosters inclusivity, and promotes local businesses.

We anticipate attracting over [insert estimated number] attendees and providing a platform for local artists, vendors, and performers. However, to make this event a success, we need your assistance.

Your support can come in various forms, including sponsorship, donations, volunteering, or any other resources you can provide. In return, we will acknowledge your contribution through our marketing materials, social media promotions, and event signage.

Thank you for considering our request. We would be delighted to discuss this further at your convenience. Please feel free to contact me at [your phone number] or [your email address].

Warm regards,

[Your Name]

[Your Title]

[Your Organization]