

# Collaboration Request for Promotional Event

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

I hope this message finds you well. I am [Your Name], [Your Position] at [Your Company/Organization Name]. We are hosting an exciting promotional event on [Event Date] and would love the opportunity to collaborate with [Recipient's Company/Organization].

The event aims to [briefly explain the purpose of the event and its significance]. We believe that your company aligns perfectly with our vision and values, and a partnership could be mutually beneficial.

We would love to discuss how we can work together and explore potential promotional opportunities at the event. Please let us know a convenient time for you to meet or if you would prefer a phone call.

Thank you for considering this collaboration. We look forward to the possibility of working together to make this event a success!

Warm regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]