

Partnership Request for Holiday Event

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As the holiday season approaches, we at [Your Organization] are excited to announce our upcoming Holiday Event scheduled for [Event Date]. This event aims to bring the community together in a spirit of celebration, joy, and philanthropy.

We believe that a partnership with [Recipient Organization] would be mutually beneficial and enhance the impact of this event. We are seeking sponsors and partners who share our vision of creating a memorable experience for all attendees.

We would love to discuss how we can collaborate to make this event a success. We can provide various partnership opportunities ranging from sponsorship packages to in-kind donations.

Thank you for considering this partnership request. I look forward to discussing this exciting opportunity with you soon. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]

[Your Title]

[Your Organization]