

Partnership Request for Municipal Event

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Your Organization/City Department Name] to express our interest in partnering with [Recipient's Organization] for our upcoming event, [Event Name], scheduled to take place on [Event Date].

This event aims to [briefly describe the purpose or goals of the event, e.g., promote community engagement, celebrate local culture, etc.]. We believe that your participation would greatly enhance the success of this initiative and provide valuable exposure for your organization.

We would like to propose a partnership in which [briefly outline the details of the partnership, e.g., sponsorship, participation as a vendor, promotional support, etc.]. In return, we can offer [describe what your organization can provide in return, e.g., exposure through marketing materials, booth space, etc.].

We would be thrilled to discuss this opportunity with you further and explore how we can work together towards a successful event. Please let us know a convenient time for you to meet or chat.

Thank you for considering our request. We look forward to the possibility of collaborating with you.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]