

Community Festival Planning Committee

Date: [Insert Date]

Dear [Recipient's Name],

We are excited to announce that we are in the planning stages for this year's Annual Community Festival, scheduled for [insert date]. Our goal is to bring together residents, local businesses, and organizations to celebrate our vibrant community with a day full of fun, food, and entertainment.

We invite you to participate in this event as either a sponsor, vendor, or volunteer. Your support and involvement will be crucial to the success of the festival. Here are some ways you can participate:

- **Sponsorship:** Consider becoming a sponsor to help fund the event and gain visibility for your business.
- **Vendor Opportunities:** Join us as a vendor to showcase your products or services to our attendees.
- **Volunteering:** We are looking for enthusiastic volunteers to help with setup, activities, and cleanup.

We will be holding our first planning meeting on [insert date] at [insert location]. We would love for you to attend and share your ideas and suggestions.

Please RSVP by [insert date] to confirm your attendance. If you have any questions, feel free to reach out to me at [insert contact information].

Thank you for your support, and we look forward to working together to create a fantastic festival!

Sincerely,

[Your Name]

[Your Position]

Community Festival Planning Committee