

# Collaboration Request for Upcoming Event

Dear [Vendor Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization]. We are in the process of planning an exciting event, [Event Name], scheduled for [Date] at [Location].

We are reaching out to inquire about the possibility of collaborating with your esteemed company as a vendor for this event. We believe that your [specific service/product offered by the vendor] would greatly enhance the experience for our attendees.

In partnering with us, you will have the opportunity to showcase your brand to a diverse audience of [expected number of attendees (if known) or target demographic]. Additionally, we will promote your involvement through our marketing channels, including social media, email newsletters, and event signage.

If you are interested, we would love to discuss this opportunity further and explore how we can work together to make this event a success. Please let us know a convenient time for you to have a conversation.

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

Best regards,

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Phone Number]  
[Your Email Address]