

Collaboration Request for Holiday Community Event Sponsorship

Date: [Insert Date]

[Your Name]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Sponsor's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out on behalf of [Your Organization]. As we approach the holiday season, we are preparing for our annual community event, [Event Name], scheduled for [Event Date]. This event aims to bring families together and celebrate our community spirit.

We are seeking partnerships with local businesses to help us make this event a success. We believe that [Sponsor's Company Name] would be the perfect partner due to your commitment to [value or community service]. We would be honored to have you as a sponsor for our event.

Sponsorship benefits include:

- Logo placement on event promotional materials
- Opportunity to set up a booth at the event
- Recognition in our press releases and social media promotions

We would be thrilled to discuss this collaboration further and explore how we can make this event beneficial for both our organization and [Sponsor's Company Name]. Please let me know a convenient time for you to connect.

Thank you for considering this opportunity to support our community. We look forward to the possibility of working together to create a memorable holiday event!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]