

Partnership Inquiry for Anniversary Festival

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are excited to announce our upcoming Anniversary Festival, scheduled for [Date of Festival], which celebrates [brief description of the festival's importance].

We would like to explore a partnership opportunity with [Recipient Organization] to enhance the festival experience for attendees and promote our mutual interests. We believe that a collaboration could benefit both organizations and strengthen our community ties.

The festival will feature [brief details about the festival activities, expected attendance, target audience]. In this regard, we are seeking partnerships that could include sponsorship, co-branding opportunities, or any other form of collaboration that aligns with the festival's vision.

We would love to discuss this further and explore how our organizations can work together. Are you available for a meeting on [suggest a couple of dates/times]? Please feel free to suggest an alternative date if that works better for you.

Thank you for considering this opportunity. We look forward to the possibility of partnering together for the Anniversary Festival!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]