

# Local Holiday Event Sponsorship Offer

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Sponsorship Opportunity for [Event Name]**

Dear [Recipient Name],

We are excited to announce the upcoming [Event Name], a celebration of the local community, scheduled for [Date of the Event]. This event offers a fantastic opportunity to showcase your brand while supporting our efforts to bring joy and holiday spirit to our community.

We would like to invite [Recipient Organization] to be a key sponsor for this event. As a sponsor, you will receive the following benefits:

- Brand visibility through event signage.
- Promotion on our social media platforms.
- Free booth space at the event.

Options for sponsorship levels include:

- Gold Sponsor: \$5,000
- Silver Sponsor: \$2,500
- Bronze Sponsor: \$1,000

We believe your partnership would greatly enhance the success of this event and we hope to create a memorable experience for our community together.

Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] to discuss this opportunity further.

Thank you for considering our sponsorship offer. We look forward to the possibility of partnering with you!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]