

Letter of Collaboration Request

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company/Organization Name]. We are currently in the planning stages of an upcoming event scheduled for [Event Date] and would like to discuss the possibility of collaborating with you as a vendor.

Given your outstanding reputation in [Vendor's Specialty], we believe that partnering with your team would greatly enhance the experience of our attendees. We are looking for vendors who can provide [specific needs, e.g., catering, decoration, photography] that align with our event theme.

We anticipate an attendance of approximately [Number of Attendees] and believe that this collaboration could provide significant exposure for your business as well.

We would love the opportunity to discuss this proposal further and explore how we can create a mutually beneficial partnership. Please let us know a convenient time for you to meet or have a call.

Thank you for considering our request. We look forward to the possibility of working together!

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]