

Marketing Collateral Request for Community Festival

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. As we prepare for the upcoming Community Festival scheduled for [insert date], we are seeking your support in providing marketing collateral that will help us promote the event effectively.

We would appreciate it if you could provide the following materials:

- Brochures or flyers outlining the festival details.
- Posters to be displayed in local businesses.
- Digital assets for social media promotion.

These materials will be crucial in ensuring the success of the event and engaging our community. If you have any questions or require further details, please do not hesitate to reach out.

Thank you in advance for your support!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]