

Promotional Material Request

Date: [Insert Date]

To: [Recipient Name]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient Name],

I hope this message finds you well. As we prepare for our upcoming corporate event, [Event Name], scheduled for [Event Date] at [Event Venue], we would like to kindly request promotional materials to enhance our event experience.

We are specifically looking for the following items:

- [Item 1]
- [Item 2]
- [Item 3]

These materials will help us create a memorable experience for our attendees and promote our partnership effectively. We would greatly appreciate your support in providing these items by [Deadline Date].

Thank you for considering our request. We look forward to collaborating with you for a successful event. Please let me know if you require any further information.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]