

Event Program Promotional Material Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request promotional material for the upcoming [Event Name], which will take place on [Event Date] at [Event Location]. This event aims to [briefly describe the purpose or goal of the event].

We would greatly appreciate it if you could provide us with [specific promotional materials requested, e.g., brochures, flyers, banners]. These materials will help us spread the word and ensure the event's success.

Please let us know if you need any further information or if there are any forms we need to complete to facilitate this request.

Thank you for your assistance, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]