

Letter of Collaboration

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are excited to reach out to you regarding an opportunity for merchandise collaboration at our upcoming community event, [Event Name], taking place on [Event Date] at [Event Location].

This event aims to [briefly describe the purpose of the event and its importance to the community]. We believe that your brand's participation would significantly contribute to the event's success while showcasing your commitment to community engagement.

We would like to propose the following collaboration:

- Provision of [specific merchandise items] for distribution during the event.
- Brand representation and promotional materials to raise awareness among attendees.
- Opportunities for co-branded activities or workshops during the event.

In return, we will ensure your brand receives the following benefits:

- Logo placement on all event promotional material.
- A dedicated booth for your merchandise and representatives.
- Social media shoutouts and coverage during and after the event.

We are happy to discuss this collaboration further and explore ways to make this partnership mutually beneficial. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for considering this opportunity. We look forward to the possibility of working together to make a positive impact in our community!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Organization's Address]