

# Notification of Event Partnership Endorsement

Date: [Insert Date]

To: [Partner's Name]

[Partner's Organization]

[Partner's Address]

Dear [Partner's Name],

We are excited to inform you that [Your Organization's Name] has officially endorsed our partnership for the upcoming [Event Name], scheduled to take place on [Event Date]. This event aims to [briefly describe the purpose of the event and its significance].

Your involvement is crucial to the success of this event, and we believe that our collaboration will lead to a fruitful outcome that benefits both our organizations and the community we serve.

Please find attached additional details regarding the event, including timelines and promotional activities. We encourage you to review these materials and share them within your networks.

Thank you for your partnership and support. We look forward to working closely with you to make this event a great success!

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Email]

[Your Phone Number]