

Supplier Event Promotional Support Letter

Date: [Insert Date]

To,

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We are excited to announce our upcoming event, [Event Name], taking place on [Event Date] at [Event Venue]. This event aims to [briefly describe the purpose of the event, e.g., showcase new products, celebrate achievements, etc.]. We believe that your participation would greatly enhance the value of our event.

As a valued partner, we would like to request your promotional support for the event. Your contributions could include:

- Providing promotional materials (brochures, flyers, etc.)
- Offering discounts or special offers for attendees
- Participating as a sponsor

We believe that your involvement will not only highlight your commitment to our partnership but will also create additional exposure for your brand during this event.

Thank you for considering our request. We are looking forward to collaborating with you and making [Event Name] a resounding success. Please do not hesitate to reach out if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]