

# Partnership Request for Event Co-Hosting

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Title]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a partnership for co-hosting an upcoming event titled "[Event Name]" scheduled for [Event Date]. This event aims to [Brief Description of Event Goals and Objectives].

We believe that collaborating with [Recipient Company/Organization] would greatly enhance the event, given your expertise in [relevant field/industry]. We would love to discuss potential sponsorship opportunities and how we can work together to create a memorable experience for attendees.

Please let us know if you would be interested in scheduling a meeting to further discuss this partnership. I look forward to your favorable response.

Thank you for considering this opportunity for collaboration.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization]