

Follow-Up on Sponsorship Discussion

Date: [Insert Date]

Dear [Sponsor's Name],

I hope this message finds you well. I wanted to follow up on our recent conversation regarding the sponsorship opportunities for the upcoming Neighborhood Festival scheduled for [insert date]. We believe that your involvement would greatly enhance the event and provide excellent visibility for your brand within our community.

As discussed, the festival will feature [insert highlights of the festival], and we are expecting over [insert number] attendees. We would love to partner with [Sponsor's Company Name] to bring this exciting event to life.

Please let me know if you have any further questions or if you would like to discuss this in more detail. I am looking forward to the possibility of working together.

Thank you for considering this opportunity.

Sincerely,
[Your Name]
[Your Title]
[Your Organization]
[Your Contact Information]