

Open House Sponsorship Request

[Your Name]

[Your Position]

[Your Organization]

[Your Organization Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Business Name]

[Recipient Business Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. We are excited to announce our upcoming Open House event on [Date] at [Location]. This event is a fantastic opportunity for local businesses to showcase their offerings and engage with the community.

We are seeking sponsorship from local businesses like yours to help make this event a success. Your support will not only allow us to enhance the experience for attendees but also provide your business with excellent exposure to potential new customers.

As a sponsor, your business will receive:

- Prominent recognition at the event
- Inclusion in our promotional materials and social media campaigns
- Opportunity to distribute promotional items or materials

We believe that your business would be a perfect fit as a sponsor for our Open House. We would love to discuss this opportunity with you in more detail and explore how we can partner together.

Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] to set up a meeting or if you have any questions.

Thank you for considering this sponsorship opportunity. We look forward to partnering with you to create a memorable event!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]