

# Partnership Inquiry for Beverage Donations

[Your Name]

[Your Title]

[Your Organization]

[Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out on behalf of [Your Organization]. We are a [brief description of your organization, e.g., non-profit, community group, etc.], dedicated to [state your mission or goals briefly].

We are currently planning an event on [date of event] that aims to [describe the purpose of the event, e.g., raise funds, support the community, etc.], and we expect to attract [number of attendees] attendees. To make this event a success, we are seeking partnerships with local businesses and organizations.

We believe that a collaboration with [Recipient's Organization] would not only enhance our event but also provide valuable exposure for your brand. We kindly request your support in the form of beverage donations for our event. In return, we would be happy to acknowledge your generosity through [describe recognition methods, e.g., signage, social media mentions, etc.].

We would be grateful for the opportunity to discuss this partnership further and answer any questions you may have. Thank you for considering our inquiry, and we hope to hear from you soon.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]