

Partnership Request for School Function

Date: [Insert Date]

[Your Name]
[Your Position]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am [Your Name], [Your Position] at [School Name]. We are excited to announce our upcoming [Event Name] on [Event Date], which aims to [brief description of the event purpose].

We believe that [Company/Organization Name] shares our vision for enriching the community and supporting education. Thus, we would like to invite you to partner with us for this event. Your involvement would greatly enhance the experience for our students and guests.

We are seeking sponsorship and support in the form of [specific needs, e.g., materials, funding, volunteers]. In return, we would be delighted to promote your company through [mention any promotional opportunities, e.g., banners, programs, press releases].

We would love the opportunity to discuss this partnership further and explore how we can work together for the benefit of our students and community. Please let us know a convenient time for us to meet or call.

Thank you for considering this opportunity. We look forward to the possibility of partnering with [Company/Organization Name].

Warm regards,

[Your Name]
[Your Position]
[School Name]