

Dear [Name of the receiver],

Good day!

I am writing this letter on behalf of [Name of the sender's organization] to offer you the perfect opportunity to collaborate with us in an event. We will be hosting the event named [Name of the event] on [date of the event taking place].

Furthermore, the company is targeting to attract as many audiences as possible to attract media coverage. Since both of our companies are in the same file, this event is a great opportunity to bring our companies into the limelight. It will help us gain as much exposure as possible. It will benefit our companies in the future.

In connection with this, I have enclosed an event partnership proposal plan for the said event. The proposal will give you a deeper insight as to the potential and actual expenses. They may have been incurred as well as the benefits for your company. Kindly review the complete partnership proposal plan and inform us at the earliest time of your decision.

Regards,

[Name of the sender]

[Designation], [Name of the organization]