

April 6, 2012

«Company»
«Address1»
«City» «State» «PostalCode»

Dear «Attn»:

[*Organization name*] is excited to announce our second annual “**Outdoor Family Film Festival**”. Audiences will have the opportunity to come together under the stars with neighbors, family and friends to enjoy movies. The first of these events will be held on [*date*]. The movie will start at [*time*].

Outdoor Family Film Festival promises to be one of the most anticipated events of the summer. With the intention of keeping this night exciting for the community, we would like to offer the best movies available. [*Organization name*] is offering you the opportunity to sponsor these films and promote your business and services. We are also very excited to extend an opportunity for you or your staff to sponsor a concession stand or booth.

Sponsorships fill fast so take advantage of this great opportunity to showcase your business to your community! Sponsors will have the opportunity to hand out materials and publicity at the event, as well as have a banner up at the show. Donations of any amount will be accepted, however a donation of [*amount*] or more will allow your name to be featured on all promotional/ marketing materials for the event, as well as a place on our summer schedule/calendar and website.

We are confident that [*Organization name*]'s **Outdoor Family Film Festival** is the type of event [*Company*] would be interested in supporting. Please contact the [*Organization name*]'s office to secure your participation or to ask questions.

Thank you for your consideration and we look forward to your participation at our **Outdoor Family Film Festival!** Please contact [*contact name*] at [*contact number*] to secure your sponsorship today.

Sincerely,

[*name*]