

[Date]

[Sponsor Name]  
[Sponsor Address]  
[City, State, Zip Code]

Dear [Contact Person Name],

We are excited to announce the [Year] Annual [Neighborhood Name] Block Party, which will take place on [Date] at [Location]. This event brings together over [Number] families for a day of food, music, and community building.

We are writing to officially announce and thank [Sponsor Name] for being a lead sponsor for this year's festivities. Your generous contribution of [Contribution Amount or Item] will directly support [specific activity, e.g., the bouncy castle, catering, or live music].

As a sponsor, your business will be featured in the following ways:

- Logo placement on our event banner.
- Mention in the neighborhood newsletter and social media groups.
- Public shout-out during the event announcements.

Community events like this are only possible through the support of local partners like you. We are proud to showcase your commitment to our neighborhood.

If you have any promotional materials or branded items you would like us to distribute, please let us know by [Deadline Date].

Thank you for your support!

Sincerely,

[Your Name]  
[Title/Committee Name]  
[Phone Number]  
[Email Address]