

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Announcement of Official Sponsorship for the [Year] Downtown Holiday Festival

Dear [Recipient Name],

We are thrilled to officially announce that [Sponsor Name] has joined us as a primary sponsor for the upcoming Downtown Holiday Festival. This annual event, held on [Date] at [Location], brings our community together to celebrate the spirit of the season through live music, local crafts, and holiday festivities.

The support from [Sponsor Name] plays a vital role in making this celebration possible. Their commitment to our community ensures that we can provide a high-quality, family-friendly experience for thousands of local residents and visitors alike.

As part of this partnership, [Sponsor Name] will be featured prominently across all festival marketing materials, social media campaigns, and on-site signage. We encourage all festival attendees to visit the [Sponsor Name] booth during the event to learn more about their services and participate in their holiday activities.

We are honored to have [Sponsor Name] as a partner in making this year's Downtown Holiday Festival our most successful event yet. We look forward to seeing everyone downtown to kick off the holiday season.

For more information regarding the festival schedule and our sponsors, please visit our website at [Website URL].

Sincerely,

[Your Name]

[Your Title]

[Organization Name]