

[Date]

[Company Name]  
[Street Address]  
[City, State, Zip Code]

Dear [Community Member/Customer/Partner],

We are thrilled to announce that [Company Name] will be the official sponsor of the [Year] Summer Outdoor Concert Series. This series will take place every [Day of the week] from [Start Date] to [End Date] at [Location/Park Name].

Our commitment to supporting local arts and culture is at the heart of this partnership. We believe in bringing the community together through the power of live music and providing a vibrant atmosphere for families and friends to enjoy the summer season.

The concert lineup includes:

- [Artist Name] - [Date]
- [Artist Name] - [Date]
- [Artist Name] - [Date]

Admission is [Free/Ticket Price], and we encourage everyone to bring blankets, lawn chairs, and snacks. [Company Name] will also have a booth on-site with [Giveaways/Information/Refreshments].

We look forward to seeing you there and celebrating a wonderful summer of music together.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]