

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Announcement of Official Sponsorship for [Year/Event Name]

Dear [Recipient Name],

On behalf of the [City Name] Historic Preservation Society, I am honored to officially announce that [Sponsor Company Name] has joined us as a primary sponsor for [Event Name or Upcoming Fiscal Year].

The mission of our society is to protect and celebrate the architectural and cultural heritage of [City Name]. This partnership with [Sponsor Company Name] provides the essential resources needed to continue our work in [Specific project, e.g., restoring the Old Town Hall / digitizing local archives].

As part of this sponsorship, [Sponsor Company Name] will be recognized in the following ways:

- Prominent logo placement on all event signage and promotional materials.
- Feature recognition in our monthly newsletter and on our official website.
- Special acknowledgment during the opening remarks of [Event Name].

We are deeply grateful for your commitment to preserving our local history. Your support ensures that the landmarks and stories of [City Name] remain vibrant for future generations.

We look forward to a successful partnership and seeing you at our next event on [Date].

Sincerely,

[Your Name]

[Your Title]

[City Name] Historic Preservation Society