

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email]

[Date]

[Recipient Name]  
[Recipient Title/Agency]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: Proposal for Open House Co-Hosting and Insurance Support**

Dear [Recipient Name],

I am writing to formally propose a partnership between [Your Company Name] and [Recipient Company Name] to co-host an upcoming open house event for the property located at [Property Address] on [Date] from [Start Time] to [End Time].

As part of this collaboration, I would like to invite you to participate as our featured insurance specialist. Your presence would provide prospective buyers with immediate access to professional advice regarding homeowners' insurance, policy coverage options, and property protection strategies.

In support of this event, [Your Company Name] will handle the following:

- Marketing and promotion of the open house across digital and print platforms.
- On-site logistics and property presentation.
- Lead collection and follow-up management.

We request that your team provide:

- A representative to answer insurance-related inquiries on-site.
- Informational brochures or digital resources for attendees.
- Verification of professional liability coverage for the duration of the event.

We believe this joint effort will add significant value for visitors while providing an excellent opportunity for mutual business growth. I have attached a draft schedule and will follow up via phone on [Date] to discuss this proposal in further detail.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]