

**Sample Letter to Sponsors or Partner Organization**

**Your name**

**Organization (if applicable)**

**Address**

**Phone number**

**Email address**

**Website (if applicable)**

**[Date]**

To **[insert contact]**:

As a valuable member of our community, we would like to invite **[business/organization]** to be a part of our **[date]** celebration of local health workers **[or insert other event activity title]**. During the event, we will be honoring **[health worker(s)]** and his/her important work **[or other activity]**. **[Add sentence about the purpose and objective of the activity or event]**.

The celebration will include **[event details — may be bulleted]**. We are looking for local businesses and organizations to help us make this event truly special for our community. As a **[leader, local business, trusted organization]** in the community, your involvement would help highlight the importance of recognizing health workers for all that they do and supporting their work from the community level all the way to the national level.

I hope that you are interested in joining our effort to show our respect, admiration, and support for our health workers. Simple events like this can provide just the encouragement a health worker needs to continue to keep our community healthy, and can show our national leaders how important the contributions of our health workers are.

I will be following up with you within the next few days to discuss your interest. Please feel free to reach out to me with any questions at **[phone number or email address]**.

Sincerely,

**[Your name]**