

Dear [Name of the receiver],

Good day!

I am writing this letter to request your good company, [Name of the receiver's organization], to become a media partner in an event that our company has organized. The event shall be held in [Name of the Venue] on [Date of the event taking place].

The details of the event are provided in the attached document.

I would like to invite you to partner with us and help us spread awareness about the event and its activities. By becoming a media partner, you will be entitled to certain benefits. The complete details of the media partnership are provided in the media partnership proposal which is attached to this letter.

Please feel free to contact us through our contact number so that we can arrange a meeting and discuss the details. I am looking forward to your acceptance of our proposal.

Regards,

[Name of the sender]

[Designation],[Name of the organization]