

[DATE]

[Your Name]

☎ 123-456-7890

✉ yourname@reallygreatsite.com

Dear [person or organization's name],

My name is [your name] and I'm writing on behalf of [insert organizing committee or club name] to tell you about an event being held at [insert community or school name here] and to inquire around whether you would be interested in giving us your support.

We are hoping to organize a [Mental Health Youth Summit or other event name] on [date]. This Summit is a one-day event that discusses mental health with youth in our community. We feel that it's important to discuss this topic in order to ensure that youth are comfortable sharing if they're struggling, know where to go and what to do to receive support, are informed around habits they can engage in to support their mental wellness and aware of how they can contribute to a community that is supportive of the mental health and well-being of all. We think our efforts for this cause would go even farther with your partnership.

We would very much appreciate the chance to discuss ways that you can contribute to this event being a success. Please let us know by contacting us at [email and/or phone number] so we can sit down to discuss this opportunity further. Thank-you for your time and we look forward to hearing from you!

Sincerely,



[insert name typed here]