## **Sample Cover Letter**



Ms. Nancy McGrew Fancy Nancy Children's Clothes 200 Duke Street Berkshire ON M3D 5PA

Dear Nancy,

I enjoyed meeting you very much last week and, especially, having a chance to see the one-of-a-kind vintage collection in your magical store. Many thanks for your time. As agreed, I am sending you a proposal for an equally unique opportunity for Fancy Nancy Clothes in The Royal Theatre's new Season. The multi-layered opportunity has been customized specifically for you and offers solutions to the need for distinctive marketing, which you said you had been seeking.

First, though, I want to set the opportunity within the context of some important facts about the historical Royal Theatre. The attached short piece of literature will provide a broader background and I will be happy to answer your specific questions when we next speak.

## "My children keep asking when we can come again!" - ANY BODY, Berkshire

- Now entering our 16th season, The Royal is Berkshire's beloved and *only* family-focused theatre.
- We welcome over (insert number) patrons annually and more than (insert number) people online every year.
- The Royal is a hub for the local community and a destination motivator for visitors from across the Province.
- The Royal truly engages with the entire community with family programming that attracts children, parents and grandparents and our general playbill reaching young professionals.

"Our partnership with the Royal provided an opportunity to really engage with customers and community members we would otherwise have been unable to reach" - ANY PARTNER, Berkshire

We take pleasure in inviting you to join other satisfied partners in our "Royal Family" by taking a creatively strategic approach to business and brand-building alongside us. Fancy Nancy and The Royal Theatre have built strong individual brands. Now imagine what we could do together.

I look forward to hearing your thoughts on the attached proposal and will be pleased to answer any questions you may have. I will give you a call on Friday, September 13 or, alternatively, you can reach me at 333 555 5555 or by email at joebloggs@theroyal.com. If you'd like to suggest a more convenient date and time for me to call, I will happily do so then.

Very Best,

Joe Bloggs Associate Director, Sponsorship