[logo]

Date

[Company/Org/Group invited]
[street address]
[city], [state] [zip]

Dear Sir/Madam,

We are holding a [event name] in [city name] to invite our local community to take part in a [sustainability label] initiative. We would like to invite you to collaborate with us and share this invite with your [employees/students/members]. We would like to make your [company/org/group] part of our sustainability initiative program. This program will create a supportive relationship between our volunteers and your [employees/students/members] and more chances to support your [company/group/org type].
.
We are looking forward to your participation. The program schedule is attached. Please confirm if you would like to participate and if you are available during these dates.

I look forward to hearing from you.

Sincerely Yours,

Signature
[name]
[title]
[biz/org/group name]