

Hello ____,

I hope you are doing well.

My name is Abigail O'Branovich. I will be taking over for Kayla and be your new point of contact for swag and donations. I apologize for the delay in getting back to you.

That would be amazing, thank you so much!

I am CC'ing Grace Tucker, who will be in touch soon with a sponsorship agreement and more details on your benefits at the upcoming festival.

If you could provide the fair market value of the (product), we would greatly appreciate it.

Furthermore, we are approaching the deadline for our festival program guide to go to print, so if you would like for (company name) to be recognized, please confirm with the donation commitment and an approved logo before the deadline of March 7th.

Thank you again for your contribution!

Best,