**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12308&utm_source=template-word&utm_medium=content&utm_campaign=Event+Collaboration+Request+Template-word-12308&lpa=Event+Collaboration+Request+Template+word+12308)Event Collaboration   
Request Template**

Dear [Influencer name],

I’m [your name, position, and brand name]. We think you’re one of the best content creators out there focusing on [topic]. We admire your creativity and engagement across your social media accounts — especially [example post], which aligns with [brand value]. I think you and [your brand] share many of the same passions.

That’s why I think you’d love our [event name] on [date]. We’d be honored for a chance to collaborate. We’re hosting [name and type of event] on [date] on the subject of [topic], and we’d love to have you as a guest. We’ll be talking about [details of topic].

The goal of this event is to bring together influential minds and changemakers in the field of [industry] to explore [details and goals of the event, including deliverables]. [Your brand] is giving away [product] for lucky viewers, and I’m sure your audience would enjoy the new insights and the giveaways.

[Event name] will have [opportunities offered, i.e. networking opportunities, activities, food and drink] and it will be a great opportunity for you to enjoy [benefits].

Let us know if you’re interested and we’d be happy to discuss your rates and answer any questions you have. Feel free to reach out with any questions. Hope to hear from you soon!

Cheers,

[Your name]

Your Company Logo

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