

[Your Name]  
[Your Position]  
[Your Company/Brand Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

We are excited to celebrate our vibrant community on our Facebook page, and we would love your help! As a valued member of our community, your unique perspective is important to us.

We are inviting you to share your experiences, stories, and content related to [specific theme or product]. Whether it's a photo, a video, or a personal story, your contribution could be featured on our platform, showcasing the creativity and passion of our users.

To participate, please send your content to [email/website link] by [submission deadline]. By sharing your content, you grant us permission to use it on our Facebook page and other marketing channels.

We can't wait to see what you create! Thank you for being a part of our amazing community.

Best regards,

[Your Name]  
[Your Position]  
[Your Company/Brand Name]