Hi [name],

I am reaching out to you to give you an update that our Women’s Academy, now officially named The Shortcut Spark Academy is moving forward, and we will soon start publicly promoting the program.

We would like to include your logo in the partner list on our promotional materials. Would you be able to send us high quality png versions of it, preferably both for light and dark backgrounds?

I would also kindly ask that you prepare to share some of the promotional materials on your own social media channels in the first couple of weeks of February. We will send the relevant copy and images to you (or a named communications person in your organization) once they are ready.

Thank you in advance!  
  
Best regards,