

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Sponsorship Agreement

We are pleased to present this Sponsorship Agreement between [Your Company Name] and [Recipient Company/Organization] for [event/project name] scheduled to take place on [event date(s)] at [event location].

1. ****Sponsorship Level****:

[Specify the sponsorship level, e.g., Gold, Silver, Bronze, etc.]

2. ****Sponsorship Amount****:

[Specify the total financial contribution being made.]

3. ****Benefits****:

The following benefits will be provided to [Recipient Company/Organization]:

- [List specific benefits, e.g., Logo placement, promotional opportunities, etc.]

4. ****Term****:

This agreement will commence on [start date] and will continue until [end date].

5. ****Payment Terms****:

Payment is due by [payment deadline].

6. ****Termination****:

Either party may terminate this agreement by providing [number of days] days written notice to the other party.

7. ****Miscellaneous****:

[Include any additional terms and conditions as necessary.]

Please sign and return this letter to confirm your agreement to the terms outlined above.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Acceptance Signature Line]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Date]