

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Sponsorship Commitment for [Event/Program Name]

We are pleased to confirm our sponsorship commitment for the [Event/Program Name] scheduled to take place on [Event Date] at [Event Venue]. As a sponsor, [Your Organization's Name] is dedicated to supporting [briefly state the purpose or mission of the event or program].

Our sponsorship contribution includes:

- [Detail specific benefits or contributions, e.g., financial support, in-kind donations, services, etc.]
- [List any specific deliverables or promotional opportunities associated with the sponsorship]

In return for our sponsorship, we look forward to the following benefits:

- [List the specific recognition or advertising, e.g., logo placement, promotional materials, etc.]
- [Mention any other benefits that will be provided to your organization]

We believe that our partnership will create significant value and enhance the overall impact of [Event/Program Name]. We appreciate the opportunity to collaborate and support this worthy initiative.

Please do not hesitate to reach out if any additional information or clarification is needed. We look forward to confirming our sponsorship and being an active participant in [Event/Program Name].

Thank you for your attention and support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]