

[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 Agreement

We are pleased to present this sponsorship agreement proposal between [Your Organization's Name] and [Recipient's Organization's Name].

1. ****Event/Project Description****

[Brief description of the event or project for which sponsorship is being sought.]

2. ****Sponsorship Benefits****

[Outline the benefits that the sponsor will receive, such as logo placement, promotional materials, etc.]

3. ****Sponsorship Amount****

[Specify the financial contribution or in-kind support requested.]

4. ****Duration of Agreement****

[Start date] to [End date]

5. ****Roles and Responsibilities****

[Describe the responsibilities of both parties.]

6. ****Termination Clause****

[Outline the conditions under which either party may terminate the agreement.]

We believe that this sponsorship will provide significant value to both parties. Please sign below to confirm your acceptance of this agreement.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Recipient's Signature]

[Date]

[Your Organization's Signature]

[Date]