

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm your sponsorship of [Event/Program Name] taking place on [Event Date] at [Event Location]. Your support is invaluable, and we appreciate your commitment to [briefly describe the purpose of the event/program].

As a sponsor, you will receive the following benefits:

- [Benefit 1]

- [Benefit 2]

- [Benefit 3]

We look forward to working together to make [Event/Program Name] a success. Please feel free to reach out if you have any questions or need additional information.

Thank you once again for your support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]