

[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: FPL Sponsorship Agreement

We are pleased to present this sponsorship agreement between [Your Organization's Name] and [Recipient's Organization's Name] for the [Event/Project Name] taking place on [Event/Project Date].

****1. Sponsorship Details****

- ****Sponsorship Level:**** [e.g., Gold, Silver, Bronze]

- ****Sponsorship Amount:**** [Amount]

- ****Benefits:**** [List of benefits]

****2. Responsibilities of [Your Organization's Name]****

- [List responsibilities, e.g., promotion of sponsor, display of logo]

****3. Responsibilities of [Recipient's Organization's Name]****

- [List responsibilities, e.g., payment terms, provision of materials]

****4. Term of Agreement****

- This agreement is valid from [Start Date] to [End Date].

****5. Termination****

- [Outline the conditions under which the agreement can be terminated]

****6. Miscellaneous****

- [Any additional terms or clauses]

Please sign below to confirm your acceptance of this sponsorship agreement.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]

****Acknowledged and Agreed:****

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Date]