

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Sponsorship Agreement

We are excited to enter into a sponsorship agreement with [Recipient Organization] for [Event/Program Name] scheduled for [Event Date/Duration]. This letter outlines the terms and conditions of our partnership.

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

- Sponsorship Amount: \$[Amount]
- Sponsorship Level: [e.g., Gold, Silver, Bronze]
- Benefits: [List benefits such as logo placement, promotional opportunities, etc.]

2. **\*\*Obligations of the Sponsor\*\***

- [Detail any specific obligations or deliverables required from the sponsor.]

3. **\*\*Obligations of the Sponsored Organization\*\***

- [Detail any specific obligations or deliverables required from your organization.]

4. **\*\*Payment Terms\*\***

- Payment Due Date: [Date]
- Payment Method: [Specify method, e.g., check, bank transfer]

5. **\*\*Termination Clause\*\***

- [Include terms regarding cancellation or termination of the agreement.]

6. **\*\*Governing Law\*\***

- This agreement shall be governed by the laws of [State/Country].

Please confirm your acceptance of this sponsorship agreement by signing below.

Best regards,

[Your Name]  
[Your Title]  
[Your Organization]

-----  
[Recipient Name]  
[Recipient Title]  
[Recipient Organization]

Date: \_\_\_\_\_

Signature: \_\_\_\_\_