

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

Dear [Recipient's Name],

I am pleased to confirm our sponsorship agreement for [Event/Program Name] scheduled to take place on [Event Date]. We greatly appreciate your support and commitment as a sponsor.

As discussed, your sponsorship package includes:

- [List of sponsorship benefits, e.g., logo placement, promotional materials, etc.]
- [Any additional perks or considerations]

We look forward to a successful partnership and are excited to promote your involvement in this event. Please feel free to reach out if you have any questions or need further information.

Thank you once again for your generous support.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Organization]