

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Sponsorship Agreement

We are pleased to confirm our agreement regarding your sponsorship of [Event/Program Name], which will be held on [Event Date] at [Event Location]. This letter outlines the terms and conditions of the sponsorship.

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

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

- Sponsorship Amount: [Amount]

****2. Sponsor Benefits****

As a sponsor, you will receive the following benefits:

- [List benefits, e.g., logo placement, promotional opportunities]

- [Benefit 2]

- [Benefit 3]

****3. Responsibilities****

- [Your Company Name] will:

- [List responsibilities, e.g., provide promotional materials, signage]

- [Recipient's Company Name] will:

- [List any expectations or responsibilities for the sponsor]

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

The sponsorship fee of [Amount] is due by [Payment Due Date]. Please make the payment via [Payment Method].

****5. Cancellation Policy****

In the event of cancellation, please notify us in writing by

[Cancellation Deadline] for a full refund.

****6. Agreement Confirmation****

Please sign and return a copy of this letter to confirm your acceptance of this sponsorship agreement.

Thank you for your support. We look forward to a successful partnership!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Phone Number]

[Email Address]

****Accepted and Agreed:****

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Date]