

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval for Sponsorship

I hope this message finds you well. I am writing to formally inform you that your request for sponsorship for [specific event or purpose] has been approved.

As discussed, we are pleased to offer our support with [specific details of the sponsorship, e.g., financial contribution, in-kind support, promotional assistance]. The total sponsorship amount is [amount] and will cover [specific details about what the sponsorship will cover].

We believe this partnership will not only benefit your organization but also align with our commitment to [company values, mission, etc.].

Please find attached any additional documentation required. We look forward to a successful collaboration and will be in touch regarding next steps.

Thank you for your dedication, and please do not hesitate to reach out if you have any questions.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]