

Request for Acknowledgment

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Sponsor's Name]

[Sponsor's Position]

[Sponsor's Organization]

[Sponsor's Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

I hope this message finds you well. I am writing to formally request an acknowledgment of our partnership for [specific project/event]. Your support has been invaluable in [briefly describe the impact or significance of the sponsorship].

Could you please provide a written acknowledgment of your sponsorship? This will greatly assist us in our records and in demonstrating the support we received for our initiative.

Thank you for your continued partnership and support. I look forward to your prompt response.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]