

Sponsor Recognition Request

Date: [Insert Date]

Dear [Sponsor's Name],

We hope this message finds you well. We are reaching out to express our gratitude for your generous support of [Event/Project Name] held on [Event Date]. Your sponsorship has made a significant impact and helped us achieve [mention specific goals or outcomes].

As a valued sponsor, we would like to formally recognize your contribution in the following ways:

- Your logo featured prominently on our event materials.
- An acknowledgment in our press releases and social media platforms.
- An opportunity to address attendees during the event.

We believe that recognizing your support is not only a testament to your generosity but also an opportunity to promote your brand within our community. We would appreciate your confirmation and any additional requests you might have for this recognition.

Thank you once again for your ongoing support and partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]