

# Request for Sponsorship Acknowledgment

Dear [Sponsorship Coordinator's Name],

I hope this message finds you well. On behalf of [Your Organization's Name], I would like to extend our heartfelt gratitude for your generous support as a sponsor for [Event/Project Name]. Your commitment has significantly contributed to our mission and made an impact in our community.

In order to acknowledge and promote your generous involvement, we kindly request a letter of acknowledgment from [Sponsor's Company Name]. This will help us maintain a record of support and also enables us to express our gratitude publicly.

We would appreciate it if you could include the following details in your acknowledgment:

- Name of the sponsorship
- Amount of support provided
- Impact of the sponsorship on the event/project
- Your company's logo (if applicable)

Thank you once again for your support. We look forward to the opportunity to share the success of [Event/Project Name] with you and to continuing our partnership in the future.

Warm regards,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Contact Information]