

Sponsorship Credit Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Sponsorship Credit Inquiry

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the sponsorship credits associated with [specific event or program] held on [date]. As a participant/sponsor, I wanted to confirm the details regarding the credit allocation and how it can be utilized in future events or programs.

Could you please provide me with the following information:

- Details of the sponsorship credits allocated
- Expiration date of the credits
- Instructions on how to redeem the credits

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company/Organization Name]