

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear [Sponsor's Name],

We are delighted to confirm your attendance as a valued sponsor at the [Conference Name] scheduled to take place on [Date] at [Location]. Your support is crucial to the success of this event, and we are excited to showcase your brand to our attendees.

Below are the details regarding your sponsorship package:

- Sponsorship Level: [Sponsorship Level]
- Booth Number: [Booth Number]
- Event Time: [Event Time]
- Additional Benefits: [List Benefits]

Should you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information]. We look forward to seeing you at the conference!

Warm regards,

[Your Name]

[Your Job Title]

[Your Company Name]