

# Partnership Agreement for Educational Event Sponsorship

**Date:** [Insert Date]

**From:**

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

**To:**

[Sponsor Name]  
[Sponsor Position]  
[Sponsor Organization]  
[Sponsor Address]  
[City, State, Zip Code]

Dear [Sponsor Name],

We are excited to invite [Sponsor Organization] to partner with us for the upcoming [Name of Event], which will take place on [Event Date] at [Event Location]. This event aims to [briefly describe the purpose and goals of the event].

As a valued partner, [Sponsor Organization] will receive the following benefits:

- Prominent branding and recognition throughout the event.
- Access to participant contact information for future outreach.
- Complimentary tickets for [number] attendees.
- Inclusion in promotional materials and event website.

In return, we kindly request your sponsorship of [amount or in-kind support] to help us cover event expenses such as [list specific expenses].

We believe this partnership will be mutually beneficial and are eager to collaborate on making [Name of Event] a successful experience for all involved.

Please confirm your participation by [confirmation date]. We would be happy to discuss any questions or suggestions you may have.

Thank you for considering this partnership opportunity. We look forward to the possibility of working together to create a remarkable educational event.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]