

# Engagement Letter for Gala Sponsorship Collaboration

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Sponsor's Name]

[Sponsor's Organization's Name]

[Sponsor's Organization's Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

We are excited to extend this engagement letter to you regarding your sponsorship for our upcoming gala, [Event Name], taking place on [Event Date] at [Event Location]. Your partnership plays an invaluable role in supporting [briefly state the purpose or mission of the gala].

As a sponsor, you will receive the following benefits:

- Recognition in our event program and promotional materials.
- Logo placement on our website and social media platforms.
- Complimentary tickets to the event.
- [Any additional benefits specific to the collaboration]

The total sponsorship amount will be [Insert Amount] and can be paid by [Payment Method Details].

We believe this collaboration will be mutually beneficial and look forward to celebrating our collective achievements at the gala.

Please sign and return a copy of this letter by [Response Deadline] to confirm your sponsorship.

Thank you for partnering with us in making this event a success!

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]

Agreed and Accepted:

[Sponsor's Name]

[Title]

[Date]