

# Co-Sponsored Educational Event Agreement

Date: [Insert Date]

To: [Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]

Dear [Recipient Name],

We are excited to propose a collaboration for the upcoming educational event titled "[Event Title]", scheduled for [Event Date] at [Event Location]. This event aims to [briefly outline the purpose and goals of the event].

As co-sponsors of this event, both our organizations will work together to ensure its success. The following outlines our proposed terms for co-sponsorship:

## Terms of Agreement

- **Roles and Responsibilities:**  
[Outline the roles and contributions of each organization.]
- **Financial Contributions:**  
[Detail any financial commitments from each party.]
- **Marketing and Promotion:**  
[Explain how each party will promote the event.]
- **Event Logistics:**  
[Discuss how logistics will be handled.]
- **Evaluation:**  
[Describe how the success of the event will be evaluated.]

We believe that by partnering together, we can create a meaningful educational experience for all attendees. Please review the terms outlined and feel free to suggest any changes or additions.

We look forward to your positive response and to a productive collaboration.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization Name]  
[Your Organization Address]  
[Your Contact Information]