

Letter of Sponsorship Participation Terms

Date: [Insert Date]

[Sponsor's Name]

[Sponsor's Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

We are pleased to offer you the opportunity to participate as a sponsor for [Event Name] taking place on [Event Date(s)]. This letter outlines the terms of your sponsorship participation.

Sponsorship Details

- **Sponsorship Level:** [Insert Sponsorship Level]
- **Sponsorship Fee:** [Amount]
- **Benefits:** [List of Benefits]

Terms and Conditions

1. All sponsorship fees must be paid by [Payment Deadline].
2. The sponsor's logo will be displayed on promotional materials.
3. All sponsorships are non-refundable.

If you agree to these terms, please sign and return a copy of this letter by [Response Deadline].

Thank you for considering this opportunity. We look forward to partnering with you!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]

[Sponsor's Signature]