

Confirmation of Sponsorship

Date: [Insert Date]

To: [Sponsor's Name]

[Sponsor's Address]

Dear [Sponsor's Name],

We are pleased to confirm your sponsorship for our upcoming event, [Event Name], to be held on [Event Date] at [Event Location]. Your support as a sponsor plays a vital role in the success of our program and the enrichment of our community.

As discussed, your sponsorship will include the following benefits:

- Your logo featured on all event promotional materials
- A booth space at the event
- Recognition during the event

We anticipate [expected number] attendees and believe this collaboration will significantly impact the community while providing excellent visibility for your organization.

If you have any questions or need further details, please do not hesitate to contact us at [your contact information]. Thank you once again for your generous support.

Sincerely,

[Your Name]

[Your Position]

[Library Name]

[Library Address]

[Library Phone Number]

[Library Email Address]