

Sponsorship Agreement

Date: [Insert Date]

[Sponsor's Name]

[Sponsor's Title]

[Sponsor's Company/Organization]

[Sponsor's Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

We are excited to formally invite you to be a sponsor for our upcoming library event, [Event Name], which will take place on [Event Date] at [Event Location]. This event aims to [briefly describe the purpose of the event and its target audience].

As a sponsor, your contribution will significantly aid in making this event a success. In return for your sponsorship, we are pleased to offer the following benefits:

- [Benefit 1 - e.g., Company logo featured on promotional materials]
- [Benefit 2 - e.g., Recognition during the event program]
- [Benefit 3 - e.g., An exhibit table at the event]

We propose the following sponsorship levels:

- [Sponsorship Level 1 - e.g., Gold, \$XXXX]
- [Sponsorship Level 2 - e.g., Silver, \$XXXX]
- [Sponsorship Level 3 - e.g., Bronze, \$XXXX]

Please indicate your desired sponsorship level by signing below and returning this agreement by [Deadline Date]. We look forward to partnering with you for this important event.

Sincerely,

[Your Name]

[Your Title]

[Library's Name]

[Library's Address]

[City, State, Zip Code]

Sponsorship Acceptance

I, [Sponsor's Name], on behalf of [Sponsor's Company/Organization], agree to the sponsorship terms for the [Event Name].

Signature: _____

Date: _____