

# Job Fair Sponsorship Confirmation

Date: [Insert Date]

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm your sponsorship for the upcoming Job Fair scheduled on [Job Fair Date] at [Location]. As a valued sponsor, your contribution is essential in helping us connect talented individuals with potential employers.

As per our agreement, your sponsorship includes the following benefits:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

Please find attached the invoice for the sponsorship fee of [Amount] due by [Due Date]. If you have any questions or need further information, feel free to contact us at [Contact Information].

Thank you for your support, and we look forward to a successful event!

Best regards,

[Your Name]

[Your Title]

[Company Name]