

Networking Event Sponsorship Agreement

Date: [Insert Date]

From: [Your Company Name]

To: [Sponsor Company Name]

Dear [Sponsor Contact Name],

We are excited to confirm your sponsorship of the [Event Name] scheduled for [Event Date]. This letter outlines the terms and conditions of our agreement.

1. Sponsorship Benefits:

- Company logo displayed on all promotional materials.
- Two complimentary tickets to the event.
- Booth space at the event for product promotion.

2. Financial Commitment:

The total sponsorship amount is [Insert Amount], payable by [Payment Due Date].

3. Event Details:

The event will take place at [Venue Name], [Venue Address], from [Start Time] to [End Time].

4. Cancellation Policy:

In the event that the sponsorship is canceled, a written notice must be sent at least [Insert Notice Period] prior to the event for a refund eligibility.

5. Signatures:

By signing below, both parties agree to the terms outlined in this letter.

[Your Name] [Sponsor Contact Name]

[Your Title] [Sponsor Title]

[Your Company Name] [Sponsor Company Name]

Date: _____ Date: _____

Thank you for your support!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]