

Sponsorship Confirmation Letter

Date: [Insert Date]

[Sponsor Name]

[Sponsor Address]

[City, State, Zip Code]

Dear [Sponsor Contact Name],

We are thrilled to confirm your sponsorship for the upcoming [Event Name] scheduled on [Event Date] at [Event Venue]. Your generous support will play a crucial role in the success of this gala event.

As a valued sponsor, you will receive the following benefits:

- Your logo displayed prominently during the event.
- A dedicated section in our event program.
- Complimentary tickets for your team.

We look forward to partnering with you to make this event unforgettable. Please feel free to reach out if you have any questions or additional requests.

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]