

Confirmation of Sponsorship

Date: [Insert Date]

Dear [Sponsor's Name],

We are thrilled to confirm your sponsorship of our Annual Gala, scheduled to take place on [Event Date] at [Event Venue]. Your generous support will play a crucial role in making this event a success.

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

- Recognition in the event program
- Your company logo featured on promotional materials
- Reserved seating for [number] guests
- Opportunity to address the audience during the event

We are proud to partner with you and look forward to showcasing your commitment to our cause. Please let us know if you have any specific requirements or questions as we move forward with the event planning.

Thank you once again for your support!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]