

Confirmation of Sponsorship Terms

Date: [Insert Date]

[Sponsor's Name]

[Sponsor's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

We are pleased to confirm our sponsorship agreement as discussed. This letter outlines the terms and conditions of our sponsorship:

- **Event Name:** [Name of the Event]
- **Sponsorship Amount:** [Amount]
- **Benefits:** [List of benefits, e.g., logo placement, promotional opportunities]
- **Event Date:** [Date of the Event]
- **Payment Terms:** [Details regarding the payment schedule]

Please sign and return a copy of this letter to indicate your agreement with the terms outlined above. We are looking forward to partnering with you.

Best Regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Sponsor's Signature]

[Date]