

# Partnership Confirmation

Date: [Date]

[Your Name]

[Your Title]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Partner's Name],

We are pleased to confirm our partnership for the upcoming [Event Name] scheduled on [Event Date]. We believe that this collaboration will be mutually beneficial and contribute to the success of the event.

As discussed, our partnership will include the following key responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We are excited about the possibilities that lie ahead and look forward to working closely with you to ensure the success of [Event Name].

Please feel free to reach out if you have any questions or require further information.

Thank you for your partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]