

# Event Sponsorship Verification Letter

Date: [Insert Date]

To Whom It May Concern,

This letter serves to verify that [Sponsor's Company Name], located at [Sponsor's Address], has agreed to sponsor the [Event Name] taking place on [Event Date] at [Event Location]. The sponsorship amount is [Amount].

As the [Your Position] of [Your Organization Name], I confirm that the sponsorship will be utilized for [briefly describe how the sponsorship will be used, e.g., promotional materials, venue expenses].

We are excited about the partnership with [Sponsor's Company Name] and believe it will greatly enhance the success of the event.

If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention.

Sincerely,

[Your Full Name]

[Your Position]

[Your Organization Name]

[Your Organization Address]