

Subject: Follow-up on Conference Sponsorship Commitment

Dear [Sponsor's Name],

I hope this message finds you well. I wanted to take a moment to follow up regarding your commitment to sponsor the upcoming [Conference Name] scheduled for [Date]. We truly appreciate your support and believe that your partnership will greatly enhance the event.

As we are finalizing our preparations, I would like to confirm the details of your sponsorship package and discuss any additional ways we can promote your brand during the conference. Please let me know a convenient time for us to connect in the coming days.

Thank you once again for your commitment. We are looking forward to a successful event together.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]