

Follow-Up on Sponsorship Agreement Terms

Dear [Sponsor's Name],

I hope this message finds you well. I am writing to follow up on our recent discussions regarding the terms of our sponsorship agreement for [Event/Project Name].

As we previously discussed, we are excited about the opportunity to partner with [Sponsor's Company Name] and believe this collaboration will be mutually beneficial. I wanted to ensure that we are aligned on the key terms we talked about, specifically:

- Financial Contributions
- Marketing and Promotional Opportunities
- Duration of the Sponsorship
- Deliverables from both parties

If there are any updates or changes, please let me know at your earliest convenience. I am looking forward to your response so we can finalize the agreement and move forward.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]