

# Follow-Up on Event Sponsorship

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to express my heartfelt gratitude for [Company Name]'s support as a sponsor for our recent event, [Event Name], held on [Event Date]. Your partnership played a significant role in the event's success and helped us achieve our goals.

We are thrilled to report that the event attracted over [number] attendees and received positive feedback from participants. Your company's involvement not only showcased your commitment to [cause/industry] but also enhanced your brand's visibility among a diverse audience.

We would love to discuss the impact of the sponsorship and explore potential opportunities for collaboration in the future. Please let me know a convenient time for you to connect, or feel free to reach out directly at [Your Phone Number] or [Your Email Address].

Thank you once again for your support. We look forward to the possibility of working together in future initiatives.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]