

# Collaboration Agreement for Event Sponsorship

Date: [Insert Date]

[Sponsor's Name]  
[Sponsor's Title]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Sponsor's Name],

We are pleased to propose a collaboration agreement between [Your Organization's Name] and [Company's Name] for the upcoming event, [Event Name], scheduled to take place on [Event Date].

As a valued sponsor, [Company's Name] will receive the following benefits:

- Logo placement on all promotional materials
- A dedicated booth at the event
- Recognition during the opening and closing remarks
- Complimentary tickets for company staff

We believe that this partnership will be mutually beneficial and aligned with our goals of achieving a successful event while enhancing your brand visibility.

We look forward to discussing this collaboration further. Please feel free to reach out to me at [Your Contact Information].

Thank you for considering this opportunity.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization's Name]  
[Your Organization's Address]  
[City, State, Zip Code]