

# Logistics Coordination for Conference Sponsorship

Date: [Insert Date]

To: [Sponsor Name]

Address: [Sponsor Address]

Dear [Sponsor Contact Name],

We are excited to have you as a sponsor for the upcoming [Conference Name] taking place on [Conference Dates] at [Location]. Your support plays a vital role in making this event a success.

As we approach the conference date, we would like to coordinate logistics concerning your display area. Below are the details we need to finalize:

## Display Specifications

- Display Size: [Insert Size]
- Setup Time: [Insert Setup Time]
- Location: [Insert Location within venue]

## Materials Required

Please provide us with the following materials by [Submission Deadline]:

- Logos in high-resolution format
- Any additional promotional materials

## On-Site Contact

Please provide a contact person from your team who will be responsible during the conference:

- Name: [Contact Name]
- Phone: [Contact Phone]
- Email: [Contact Email]

We look forward to your prompt response to ensure a seamless experience at the conference. Thank you for your partnership!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]