

# Sponsor Liaison Contact Information

Date: [Insert Date]

To: [Sponsor's Name]

From: [Your Name]

Subject: Exhibit Logistics Contact Information

**Dear [Sponsor's Name],**

We are excited to have you as a sponsor for [Event Name]. To ensure smooth logistics for the exhibit, please find the liaison contact information below:

## **Contact Information**

- **Name:** [Liaison Name]
- **Position:** [Liaison Position]
- **Email:** [Liaison Email]
- **Phone:** [Liaison Phone]
- **Company:** [Your Company Name]

If you have any questions or need further assistance regarding the exhibit logistics, please do not hesitate to reach out.

Thank you for your support!

**Best Regards,**

[Your Name]

[Your Position]

[Your Company]

[Your Phone]

[Your Email]