

# Letter of Sponsor Needs Assessment

Date: [Insert Date]

To: [Sponsor's Name]

[Sponsor's Address]

Dear [Sponsor's Contact Name],

We are excited to partner with you for the upcoming [Exhibition/Event Name] scheduled on [Event Date]. As we prepare for this event, we want to ensure that your needs as a sponsor are fully understood and met.

## Logistics Needs Assessment

To facilitate a smooth and successful experience, we would like to gather information regarding your logistical needs. Please respond to the following questions:

1. What is your required booth size and configuration?
2. Do you have specific requirements for electricity, internet, or other utilities?
3. What materials or merchandise will you be displaying?
4. Will you have personnel onsite? If so, how many and what are their roles?
5. Do you require any special transportation or installation assistance?

Please send your responses by [Response Deadline] to ensure we can accommodate your requests effectively.

We appreciate your involvement and look forward to a successful exhibition together. If you have any additional questions or requirements, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]