

Acknowledgment of Receipt

Date: [Insert Date]

[Sponsor's Name]

[Sponsor's Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

We are pleased to acknowledge the receipt of your sponsorship application for the upcoming [Conference Name] scheduled on [Conference Dates], at [Conference Location].

Your application has been successfully received, and our team is currently reviewing your sponsorship proposal. We appreciate your interest in supporting our conference and your commitment to fostering [Industry/Field] innovation.

We will be in touch with you shortly regarding the status of your application. Should you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you once again for your support.

Sincerely,

[Your Name]

[Your Title]

[Conference Name]

[Conference Contact Information]