

[Your NGO Name]

[Your NGO Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Sponsor Name]

[Sponsor Address]

[City, State, Zip Code]

Re: Sponsorship Agreement for [Event Name]

Dear [Sponsor Name],

We are pleased to confirm the sponsorship agreement between [Your NGO Name] and [Sponsor Name] for the upcoming [Event Name] to be held on [Event Date] at [Event Location]. This event aims to [brief description of the event's purpose and objectives].

1. Sponsorship Details

As a valued sponsor, you will receive the following benefits:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

2. Sponsorship Contribution

The total sponsorship amount agreed upon is [Amount]. This can be remitted via [Payment method].

3. Responsibilities

[Your NGO Name] will be responsible for [List responsibilities], while [Sponsor Name] will provide [List responsibilities].

4. Agreement Duration

This agreement shall be valid from [Start Date] until [End Date].

We appreciate your support and look forward to a successful partnership. Please sign below to indicate your acceptance of this agreement.

Sincerely,

[Your Name]

[Your Title]

[Your NGO Name]

Agreed and accepted by:

[Sponsor Name]

[Sponsor Title]

[Date]