

Event Sponsorship Partnership Confirmation

Date: [Insert Date]

To,

[Sponsor Name]

[Sponsor Address]

[City, State, Zip Code]

Dear [Sponsor Name],

We are thrilled to confirm your partnership as a sponsor for our upcoming event, [Event Name], scheduled to take place on [Event Date] at [Event Location]. Your generous support will play a crucial role in helping us achieve our mission of [Briefly Describe the NGO's Mission/Objective].

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

- Company logo featured on all event materials
- Recognition in our social media campaigns
- Opportunity to showcase your products/services at the event
- Complimentary event tickets for your team

We look forward to working closely with you to make this event a success. Please feel free to reach out if you have any questions or require further information.

Thank you once again for your support!

Sincerely,

[Your Name]

[Your Position]

[NGO Name]

[NGO Address]

[Contact Information]