

Event Sponsorship Support Confirmation

Date: [Insert Date]

Dear [Sponsor's Name],

We are pleased to confirm your sponsorship for our upcoming event, [Event Name], scheduled for [Event Date] at [Event Venue]. Your generous support will help us [briefly mention the purpose of the event and what the funds will be used for].

As a valued sponsor, your logo will be prominently featured on our promotional materials and event signage. We will also acknowledge your contribution in our press releases and during the event. We truly appreciate your commitment to [mention cause or community].

Please find attached the sponsorship agreement for your records. Should you have any questions or require further information, feel free to contact us at [Contact Details].

Thank you once again for your support. We look forward to partnering with you to make this event a success!

Warm regards,

[Your Name]
[Your Position]
[NGO Name]
[Contact Information]