

Print Advertising Commitment for Event Programs

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip]

Dear [Recipient Name],

We are pleased to confirm your commitment to participate in our upcoming event, [Event Name], scheduled for [Event Date]. Your support through print advertising is invaluable to us and contributes significantly to the success of the event.

As discussed, you have agreed to provide the following advertising materials:

- Ad Size: [Insert Size]
- Ad Placement: [Insert Placement Details]
- Submission Deadline: [Insert Deadline]

Please find attached our advertising specifications and requirements for your reference. We ask that you adhere to these guidelines to ensure your advertisement is displayed effectively.

Thank you for your commitment to [Event Name]. We look forward to partnering with you to promote this exciting event and appreciate your support.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]