

# Affirmation of Sponsorship Terms

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[Your City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Sponsor's Name]

[Sponsor's Position]

[Sponsor's Organization]

[Sponsor's Address]

[Sponsor's City, State, Zip Code]

Dear [Sponsor's Name],

I am writing to formally affirm the terms of our sponsorship agreement as discussed on [Insert Date of Discussion]. We greatly appreciate your willingness to support [Insert Event/Project Name] and your commitment to our mutual goals.

As outlined, the sponsorship will include the following terms:

- Amount of sponsorship: [Insert Amount]
- Duration of sponsorship: [Insert Duration]
- Benefits to the sponsor: [Insert Benefits]
- Responsibilities: [Insert Responsibilities]

We are excited to have [Sponsor's Organization] as a key partner and believe that this collaboration will yield fruitful outcomes for both parties. Please review the terms listed above and confirm that they align with your understanding.

Thank you once again for your support. We look forward to a successful partnership!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]