

Letter of Agreement Ratification for Sponsorship

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

This letter serves to affirm our mutual agreement regarding the sponsorship terms discussed on [Insert Date]. We appreciate your commitment to sponsoring [specific event or project].

As per our discussions, the terms of the sponsorship are as follows:

- Sponsorship Amount: [Insert Amount]
- Duration: [Insert Duration]
- Benefits: [Insert Benefits]

We are excited to move forward together and believe this partnership will be beneficial for both parties. Please sign and return a copy of this letter as confirmation of your agreement.

Thank you for your support and collaboration.

Sincerely,

[Your Signature]
[Your Name]
[Your Position]

Accepted by:

[Recipient Signature]

[Recipient Name]

[Recipient Position]

[Date]