

# Letter Concluding Sponsorship Agreement

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]

[Sponsorship Partner Name]  
[Sponsorship Partner Title]  
[Sponsorship Partner Organization]  
[Sponsorship Partner Address]  
[City, State, Zip Code]

Dear [Sponsorship Partner Name],

As we approach the conclusion of our sponsorship agreement dated [insert date], I would like to take this opportunity to express our gratitude for the support provided by [Sponsorship Partner Organization]. Your backing has been instrumental in the success of our events and initiatives.

We appreciate the collaboration and commitment shown throughout our partnership. However, after careful consideration, we have decided to conclude our sponsorship ties effective [insert end date]. This decision was not made lightly and reflects our current organizational strategy.

We hope to maintain a positive relationship and explore potential future opportunities together. Please feel free to reach out if you have any questions or wish to discuss this further.

Thank you once again for your invaluable support.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]