

# Contract Budget Confirmation for Sponsorship Arrangement

Date: [Insert Date]

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

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

Dear [Recipient Name],

We are pleased to confirm our agreement regarding the budget for the sponsorship arrangement between [Your Organization] and [Recipient Organization] for the [Event/Project Name]. This letter serves as formal verification of the discussed budget details.

## Budget Breakdown

- Item 1: \$[Amount]
- Item 2: \$[Amount]
- Item 3: \$[Amount]

Total Sponsorship Amount: \$[Total Amount]

Please confirm your acceptance of this budget by signing and returning a copy of this letter by [Return Date]. Should you have any questions, feel free to reach out.

Thank you for your partnership and support.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]

Agreed and Accepted By:

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[Recipient Name]

[Recipient Position]

[Recipient Organization]