

Letter of Sponsorship Contract Expectations

Date: [Insert date]

From: [Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Sponsor's Name]

[Sponsor's Title]

[Sponsor's Organization]

[Sponsor's Address]

[City, State, Zip]

Subject: Sponsorship Contract Expectations

Dear [Sponsor's Name],

We are excited to partner with [Sponsor's Organization] for our upcoming event, [Event Name], scheduled for [Event Date]. This letter outlines our expectations regarding the sponsorship arrangement between our organizations.

Overview of Sponsorship Benefits:

- Brand visibility and promotional opportunities.
- Inclusion in all event marketing materials.
- Complimentary tickets for your team.
- Networking opportunities with attendees.

Financial Commitment:

The agreed sponsorship fee is [Amount]. Payment is due by [Payment Due Date].

Deliverables:

We expect the following from your organization:

- Provision of your company logo in high-resolution format.
- Approval of promotional content before distribution.
- Participation in pre-event meetings to discuss logistics.

Next Steps:

Please confirm your agreement to these expectations by signing below and returning a copy of this letter by [Response Deadline]. We look forward to a successful collaboration!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

Agreed:

[Sponsor's Name], [Title], [Sponsor's Organization]

Date: _____