

Sponsorship Agreement Letter

Date: [Insert Date]

[Sponsor's Name]

[Sponsor's Title]

[Sponsor's Company]

[Sponsor's Address]

[City, State, Zip Code]

Subject: Sponsorship Agreement for [Conference Name]

Dear [Sponsor's Name],

We are pleased to confirm your sponsorship of the [Conference Name] taking place on [Conference Dates] at [Conference Location]. We appreciate your support in making this event a success.

1. Sponsorship Details:

- Level of Sponsorship: [Gold/Silver/Bronze]
- Amount: [Sponsorship Amount]
- Inclusions: [List benefits or inclusions]

2. Payment Terms:

Payment is due by [Payment Due Date]. Please send the payment to [Payment Instructions].

3. Responsibilities:

As a sponsor, you agree to [List Responsibilities].

4. Cancellation Policy:

In the event of cancellation, please notify us by [Cancellation Notice Period].

By signing below, both parties agree to the terms and conditions outlined in this sponsorship agreement.

Thank you for your partnership. We look forward to a successful event together!

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

Agreed and Accepted:

[Sponsor's Name]

Date: _____