

Confirmation of Sponsorship

Date: [Insert Date]

[Sponsor Name]

[Sponsor Address]

[City, State, Zip Code]

Dear [Sponsor Contact Name],

We are pleased to confirm your sponsorship of the upcoming Science Symposium, scheduled to take place on [Event Date] at [Event Location]. Your generous support will help us provide an enriching experience for all attendees and foster advancements in scientific research and collaboration.

As discussed, your sponsorship includes the following:

- Logo placement on all event materials
- A dedicated booth space at the symposium
- Complimentary tickets for your team

We appreciate your commitment to promoting science and innovation. Should you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you once again for your support. We look forward to a successful event!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]