

# Confirmation of Sponsorship Commitment

Date: [Insert Date]

[Sponsor Name]

[Sponsor Address]

[City, State, Zip Code]

Dear [Sponsor Contact Name],

We are pleased to confirm your sponsorship commitment for the upcoming Leadership Summit, scheduled to take place on [Insert Date] at [Insert Venue]. We greatly appreciate your support and partnership in making this event a success.

Your sponsorship package includes the following benefits:

- Logo placement on all event materials
- Exhibit space at the summit
- Recognition during the opening and closing sessions
- [Any additional benefits specific to sponsorship level]

Please feel free to reach out if you have any questions or need further information. We look forward to working together and ensuring a successful Leadership Summit!

Thank you once again for your commitment.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]