

Letter of Acknowledgment

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Sponsor's Name]

[Sponsor's Title]

[Sponsor's Company Name]

[Sponsor's Company Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

We are writing to formally acknowledge the generous sponsorship offer from [Sponsor's Company Name] for our upcoming event, [Event Name], scheduled for [Date of Event]. We truly appreciate your commitment to our cause and your willingness to support our mission.

Your sponsorship will play a significant role in the success of this event, and we are excited to partner with [Sponsor's Company Name]. We are committed to providing you with the visibility and recognition that comes with this partnership.

Thank you once again for your support. We look forward to a successful collaboration and will be in touch with further details regarding the event.

Warm regards,

[Your Name]

[Your Title]

[Your Organization's Name]