

Confirmation of Sponsorship Participation

[Your Company Letterhead]

Date: [Insert Date]

Recipient Name
Recipient Title
Company Name
Address Line 1
Address Line 2
City, State, Zip Code

Dear [Recipient Name],

We are pleased to confirm your sponsorship participation in [Event Name] scheduled to take place on [Event Date] at [Event Location]. As discussed, your sponsorship level will be [Sponsorship Level] and includes the following benefits:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

Please find attached the sponsorship agreement for your review and signature. We kindly ask you to return a signed copy by [Return Date]. Your participation and support are invaluable to the success of our event.

Thank you for your commitment to [Event Name]. If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Best Regards,

[Your Name]
[Your Title]
[Your Company Name]
[Your Email]
[Your Phone Number]