

Confirmation of Sponsorship Agreement

[Your Organization's Letterhead]

Date: [Insert Date]

To: [Sponsor's Name]

[Sponsor's Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

We are pleased to confirm your sponsorship of the [Event Name] scheduled to take place on [Event Date] at [Event Location]. Your support as a [Level of Sponsorship] sponsor is greatly appreciated and will play a significant role in the success of our event.

As agreed, your sponsorship package includes the following benefits:

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

Please let us know if you have any additional requests or requirements leading up to the event.

Thank you once again for your commitment to supporting [event cause or purpose]. We look forward to a successful partnership!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]