

Confirmation of Sponsorship Agreement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm our sponsorship agreement with [Recipient Company Name] for the [Event/Project Name], taking place on [Event Date].

As discussed, [Your Company Name] will provide [details of the sponsorship, e.g., financial support, materials, etc.], and in return, [Recipient Company Name] will acknowledge our support by [details of sponsorship benefits, e.g., logo placement, promotional mentions, etc.].

We believe this partnership will be mutually beneficial and are excited about the potential impact we can create together.

If you have any questions or need further clarification, please feel free to reach out at [Your Phone Number] or [Your Email Address].

Thank you for this opportunity, and we look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]