

# Engagement Letter

Date: [Insert Date]

To: [Sponsor Name]  
[Sponsor Address]  
[City, State, Zip Code]

Dear [Sponsor Name],

We are excited to formally engage you as a sponsor for our upcoming Open House event on [Event Date]. This letter outlines the terms and expectations of our partnership.

## Event Details

Event: [Event Name]  
Date: [Event Date]  
Location: [Event Venue]  
Time: [Event Time]

## Sponsorship Benefits

As a valued sponsor, you will receive the following benefits:

- Logo display in promotional materials
- Recognition during the event
- [Other benefits]

## Financial Commitment

Your sponsorship fee of [Amount] is appreciated and will be used directly to support the event. Please make payment by [Payment Deadline].

## Contact Information

If you have any questions or require further information, please feel free to contact me at [Your Email] or [Your Phone Number].

We look forward to a successful partnership and a fantastic event!

Sincerely,  
[Your Name]  
[Your Title]

[Organization Name]  
[Organization Address]