

Sponsorship Agreement for Conference Support

Date: [Insert Date]

From:

[Sponsor's Name]

[Sponsor's Address]

[City, State, Zip Code]

Email: [Sponsor's Email]

Phone: [Sponsor's Phone Number]

To:

[Conference Organizer's Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Email: [Organizer's Email]

Phone: [Organizer's Phone Number]

Subject: Sponsorship Agreement

Dear [Conference Organizer's Name],

This letter serves as a formal agreement between [Sponsor's Name] and [Organization Name] for sponsorship of the upcoming [Conference Name] scheduled to take place on [Conference Dates] at [Conference Venue].

1. Sponsorship Details:

We agree to provide financial support of [Amount] for the conference which will be allocated towards [Specify what the funds will cover, e.g., venue, materials, marketing, etc.].

2. Benefits to Sponsor:

In return for our sponsorship, we will receive the following benefits:

- Logo placement on conference materials
- Acknowledgment during opening and closing sessions
- Exhibit space at the conference
- [Other benefits]

3. Payment Terms:

The sponsorship amount will be paid by [Payment Method] by [Due Date].

4. Agreement Duration:

This agreement shall remain in effect until the completion of the conference.

Please confirm your acceptance of this sponsorship agreement by signing below.

[Sponsor's Name]

Date: _____

[Conference Organizer's Name]

Date: _____

Thank you for considering our sponsorship.

Sincerely,

[Your Name]

[Your Title]

[Sponsor's Name]