

Letter of Sponsorship Terms and Conditions Confirmation

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm our sponsorship agreement for the [Event/Project Name] scheduled on [Event Date]. Below are the agreed terms and conditions:

Sponsorship Details

- **Sponsorship Amount:** [Amount]
- **Sponsorship Benefits:** [Detail the benefits]
- **Payment Terms:** [Insert payment terms]
- **Logo Placement:** [Details about logo placement]
- **Event Participation:** [Details about participation]

Please review the terms outlined above. If you agree to the terms and conditions, kindly sign a copy of this letter and return it to us by [Response Deadline].

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

Best regards,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]