

# Letter of Acceptance for Sponsorship Recognition

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Sponsorship Coordinator's Name]  
[Sponsorship Organization/Company Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Sponsorship Coordinator's Name],

I am writing to formally accept the recognition of sponsorship extended by [Sponsorship Organization/Company Name] for [specific event/project name]. We are thrilled to have your support and partnership in this initiative.

Your generous sponsorship will play a significant role in the success of [event/project], and we are committed to ensuring that your organization receives the recognition it deserves for its contribution.

We look forward to collaborating closely with your team and will ensure that your branding is prominently displayed throughout the event, as previously discussed.

Thank you once again for your support. Please do not hesitate to reach out should you have any questions or require further information.

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Organization]