

# Letter of Acknowledgment

Date: [Insert Date]

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

[Sponsor's Name]  
[Sponsor's Title]  
[Sponsor's Organization Name]  
[Sponsor's Address]  
[City, State, Zip Code]

Dear [Sponsor's Name],

We are pleased to acknowledge the acceptance of your invitation to sponsor [Event Name] on [Event Date]. We sincerely appreciate your support and commitment to our event.

As discussed, we will ensure your brand is prominently featured throughout the event and that you receive all the benefits outlined in our sponsorship agreement.

Thank you once again for your generous support. We look forward to collaborating with you and making this event a great success.

Warm regards,

[Your Name]  
[Your Title]  
[Your Organization Name]