

Letter of Agreement to Sponsor Invitation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm our agreement to sponsor the upcoming [Event Name] as discussed in our previous conversations. We believe that this event aligns perfectly with our organization's values and mission.

As a sponsor, we will contribute [describe the nature of the sponsorship, e.g., financial support, products, services] and look forward to collaborating with your team to ensure a successful event.

Please let us know if there are any formal agreements or documents we need to complete to finalize this sponsorship.

Thank you for the opportunity. We are excited to be a part of [Event Name] and to support [Organization Name].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]