

# Confirmation of Sponsorship Participation

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Sponsor's Name]

[Sponsor's Title]

[Sponsor's Organization]

[Sponsor's Address]

[City, State, Zip Code]

Dear [Sponsor's Name],

On behalf of [Your Organization], I would like to confirm your participation as a sponsor for [Event Name] scheduled on [Event Date]. We are thrilled to have your support and believe that your involvement will greatly enhance the event.

As a sponsor, your organization will receive the following benefits:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

Please find attached the sponsorship agreement which outlines the terms and conditions of your participation. We kindly ask you to review and return a signed copy at your earliest convenience.

Thank you once again for your generous support. We look forward to working together to make [Event Name] a tremendous success!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]