

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Sponsor Name]

[Sponsor Position]

[Sponsor Company]

[Sponsor Address]

[City, State, Zip Code]

Dear [Sponsor Name],

I hope this message finds you well. I would like to take this opportunity to express my gratitude for your continued support as a sponsor for [Project/Event Name]. Your feedback is invaluable to us, and we appreciate the time you have taken to share your thoughts.

We have reviewed your feedback regarding [specific feedback or issue] and would like to address your queries:

1. [Query 1: Brief Description]
2. [Query 2: Brief Description]
3. [Query 3: Brief Description]

We believe that addressing these points will significantly enhance our collaboration, and we welcome any further insights you may have.

Thank you once again for your partnership. We look forward to your response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]