

Sponsorship Confirmation Acknowledgement Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Sponsorship Confirmation Acknowledgement Letter

Dear [Recipient's Name],

I hope this letter finds you well. On behalf of [Your Organization/Event Name], I am writing to express our sincere gratitude for your generous sponsorship and support.

We are delighted to inform you that we have received your sponsorship commitment for [Event/Occasion Name], scheduled to take place on [Event Date]. Your contribution will play a vital role in making this event a resounding success and achieving our shared objectives.

Your belief in our cause and your willingness to contribute [Sponsorship Amount/In-Kind Contribution] is truly appreciated. With your support, we will be able to [Briefly describe the purpose and goals of the event/organization].

As a token of our appreciation, we would like to offer the following benefits as outlined in the sponsorship package:

1. [List any specific benefits or promotional opportunities associated with the sponsorship level]

In addition to the mentioned benefits, we will make sure to acknowledge your sponsorship during the event through various means, such as prominent signage, social media mentions, and verbal

recognition during speeches.

Moreover, we understand the importance of the partnership and assure you that we will utilize the funds diligently and transparently to achieve the goals we have set for the event/organization.

If you have any specific requirements or preferences regarding the acknowledgment of your sponsorship, please do not hesitate to share them with us. We are open to tailoring our acknowledgment to meet your needs and expectations.

Once again, thank you for your valuable support and for being an integral part of our journey. We are eager to have you with us during the event and look forward to further strengthening our relationship in the future.

If you require any further information or have any questions, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you, once again, for your support.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization/Event Name]