

Provisional Sponsorship Cover Letter

Subject: Preliminary Sponsorship Interest “ [Event/Project Name]

Dear [Recipient Name],

We are writing to express our provisional interest in partnering with [Company Name] as a sponsor for [Event/Project Name], pending final approval from our management team. We are excited about the potential collaboration and the mutual benefits it may bring.

Our intended sponsorship includes [specific support type], subject to confirmation. Once approved, we will finalize the sponsorship agreement and provide further details regarding deliverables and recognition.

We look forward to discussing this opportunity and building a successful partnership.

Best regards,

[Your Name]

[Title]

[Organization Name]

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