

SIMPLE SPONSORSHIP ACKNOWLEDGEMENT LETTER

{{Address Sender}}

Date: January 29, 2021

{{Name Recipient}}

{{Address Recipient}}

Subject: {{Subject}}

Dear Sir/Madam {{Name}},

I'm writing to you to express my excitement about your decision to sponsor the {{Event Name}}. I received your sponsorship offer late last night and I immediately informed the board about the happy news.

The truth is that we were truly struggling to find sponsors for this event and your offer could not have come at a better time. Your belief in our cause and the well-being of society is obviously the sign of a caring, responsible, and involved person.

As per the sponsorship agreement, we will be distributing your wrist bands and flyers to everyone participating in the event.

Thank you very much for your support. Very much appreciated.

Yours sincerely,

{{Signature}}

{{Formal Name}} {{Title}}