

Date: [Insert Date]

[Sponsor Name]
[Sponsor Organization]
[Sponsor Address]
[City, State, ZIP Code]

Subject: Formal Invitation and Outline of Sponsor Responsibilities

Dear [Sponsor Name],

On behalf of [Inviting Organization], we are pleased to formally invite you to partner with us as an official sponsor for [Event Name], scheduled to take place on [Event Date] at [Event Venue/Location].

As part of this prestigious event, we highly value your support and are committed to establishing a transparent and mutually beneficial relationship. To ensure a clear understanding of expectations, please find outlined below the key responsibilities and obligations associated with this sponsorship:

1. Financial Commitments:

- Remit the agreed sponsorship amount of [Total Amount] by [Payment Deadline].
- All payments should be made via [payment method/instructions].

2. Event Participation:

- Attend the event and participate in activities as specified in the sponsorship agreement.
- Designate an official representative to liaise with our organizing team.

3. Branding and Promotional Requirements:

- Provide high-resolution logos and brand assets by [Brand Asset Deadline].
- Permit the use of your company's name and logo in event-related promotional materials.

4. Compliance:

- Adhere to all relevant legal, regulatory, and ethical standards governing the sponsorship.
- Abide by event rules and organizational policies.

5. Communication Protocols:

- Maintain timely and regular communication with our designated sponsorship coordinator.
- Respond promptly to requests for information or approvals.

6. Timelines:

- Meet all outlined deadlines to ensure seamless event preparation and execution.

Please review the above responsibilities in detail. Upon agreement, kindly sign and return the attached sponsorship agreement by [Agreement Deadline].

We appreciate your consideration and look forward to fostering a successful and rewarding partnership. If you have any questions or require further clarification, please do not hesitate to contact [Contact Person] at [Contact Email/Phone].

Sincerely,

[Your Name]
[Your Title]
[Inviting Organization]
[Contact Information]