

[Your Company Logo]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Invitation to Sponsor [Event/Initiative Name] â€“ Detailing Sponsorship Obligations

Dear [Recipient Name],

We are pleased to invite [Company Name] to become a key sponsor of our upcoming [Event/Initiative Name], scheduled to take place on [Event Date] at [Event Venue/Location]. Your esteemed participation as a sponsor will play a significant role in the success of this event, and we look forward to collaborating with you.

Sponsorship Obligations

As a sponsor, [Company Name] will undertake the following obligations:

- **Financial Commitment:** A sponsorship contribution of [Specify Amount], payable by [Payment Deadline]. Payment details and invoicing instructions will be provided upon your acceptance.
- **Branding Opportunities:** Integration of your corporate logo on all event materials, including (but not limited to) invitations, banners, digital platforms, press releases, and event merchandise, in accordance with the agreed sponsorship tier.
- **Operational Roles:** Participation in pre-event meetings, provision of promotional materials, and assignment of a company representative to liaise with our event coordination team.
- **Compliance:** Adherence to the event's policies, codes of conduct, and any specific terms outlined in the attached sponsorship agreement.

Our Commitment to You

In return, we are committed to delivering the full range of sponsorship benefits as outlined in the enclosed Sponsorship Proposal, including: public acknowledgment, circulation of your materials to attendees, complimentary tickets/passes, and opportunities for speaking engagements or sponsor-specific activations.

Please review the enclosed sponsorship agreement carefully. Should you have any questions or require modifications, feel free to contact us at [Your Contact Information]. To confirm your sponsorship, kindly sign and return the agreement by [Response Deadline].

We greatly appreciate your consideration and look forward to partnering with [Company Name] for a successful and impactful event.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]