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Date : dd/mm/yy

To,

Mr./Mrs./ Ms / Team (Name of the Sponsor or Sponsor's Team)

(Name of Sponsor's Company)

(Address of Company)

Dear (Name of Sponsor or Sponsor's Company name)

The (your Company or Organization name) extends its warmest wishes and gratitude to genuinely thank you for supporting our (event name).

We thank you for your generous sponsorship, support as well as participation, and helping us make the event such a big success. We would bring to your attention, that along with your brand/company name, we were able to accommodate over 350 people (or the number of your audience) each day, for the three-day-long event.

Also, we have had the privilege of attending to over hundreds of volunteer hours for creating and executing this event. As a company, we have been through a lot of changes in the recent past. We have understood the importance of our delegates and appreciate each of their cooperation for us over these past few months. So, here we are extending our arms in gratitude for each of our delegates for maintaining and ensuring the quality and standard of the event. Your continued mentorship and guidance has been a ray of light for us.

We would like to take this opportunity to thank you and your officials for investing their time, money, and resources for helping our event (event's name) become such a huge success. We look forward to continuing this relationship for future events as well.

Your sincerely,

(Your name)

(Your Designation)

(Your Company Name)

(Your contact number)