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

We at (your Company or Organization name) are extremely grateful and proud in getting your support, participation, and cooperation towards (your event name).

These tough times call out for some positive change and celebrations. In the ongoing situation of a world pandemic, we were left with little hope of even being able to organize the event in such a grand way. However, with your generous contribution and support, we have been able to make the (name of the event) a huge success.

In the past few days, with the preparations and execution, we can gladly say we have found a well-wisher and a friend in you and your team. We look forward to building this relationship for future endeavors too.

With the assistance of your generous sponsorship, time, and mentorship we were able to get the outcome we were looking for. Your brand / company name has time and again proven that loyal customers would follow you and help endorse the best of brands. Having said this, I would like to bring to your attention that over 400 people had attended the event with great enthusiasm, and we have received the best response ever till date.

We feel grateful to have received a check of (mention the amount), from your end. And would like to thank you once again for helping us make this event such a big success.

Thanking you.

Your sincerely,

(Your name)

(Your Designation)

(Your Company Name)

(Your contact number)