

THANK YOU LETTER FOR SPONSORSHIP (the subject of the letter)

To,

Mr./Mrs./Ms. (First and Last name of Sponsor)

(Sponsor's Company Name)

(Sponsor's Company Address)

Date: (dd/mm/yy)

Dear Sir/ Madam / First and Last name of sponsor,

It gives all us at (your company name) immense pleasure to let you know the event (mention the name of the event) was a grand success. With your generous sponsorship of (mention the amount) and brand name, we were able to get participation of over 500 people. This has been the best outcome in the past few years. We appreciate your contribution, not financially but also your support, mentorship and guidance have helped us in a big way.

We take this opportunity to thank you and your entire team for the unwavering support and guidance. And we look forward to associating with you in future events too.

Thanking you.

Yours sincerely,

(Your name)

(your designation)

(your Company name)

(your contact number)