

Date: [Insert Date]

Sponsor Name: [Insert Sponsor Name]

Address: [Insert Sponsor Address]

Contact Person: [Insert Name]

Organizer Name: [Insert Your Name/Organization]

Address: [Insert Organization Address]

Subject: Sponsor Fee Agreement for [Insert Event/Project Name]

Dear [Insert Name],

This letter serves as a formal agreement regarding the sponsorship fee for the upcoming [Insert Event/Project Name], scheduled to take place on [Insert Date].

1. Sponsorship Fee:

The Sponsor agrees to pay a total sponsorship fee of \$[Insert Amount] to the Organizer.

2. Payment Schedule:

The fee shall be paid according to the following timeline:

- [Insert Percentage]% deposit due by [Insert Date].
- [Insert Percentage]% balance due by [Insert Date].

3. Benefits and Deliverables:

In exchange for the fee, the Organizer agrees to provide the following benefits:

- [Insert Benefit 1, e.g., Logo on website]
- [Insert Benefit 2, e.g., Booth space at event]
- [Insert Benefit 3, e.g., Mention in press releases]

4. Cancellation Policy:

[Insert cancellation terms, e.g., Fees are non-refundable after a specific date].

By signing below, both parties acknowledge and agree to the terms stated in this letter.

Organizer Signature: _____

Date: _____

Sponsor Signature: _____

Date: _____