TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Thank You Letter for Sponsoring the Event

Dear **[Name of Sponsor or Sponsor’s Company name]**

The **[name of your company or organization]** would like to sincerely thank you for supporting our **[event name]**.

We appreciate your kind sponsorship, participation, and support in making the event a huge success. In addition to hosting your brand/company name over the three-day event, we may also entertain more than 350 visitors **[or the size of your audience]** each day.

Additionally, we had the honor of participating in hundreds of volunteer hours in the planning and execution of this event. As a business, we have undergone several adjustments lately.

We recognize the value of each of our delegates and are grateful for their collaboration over the previous few months. As a result, we are here extending our arms thanks to every one of our delegates for upholding the event’s caliber and standards. Your ongoing mentoring and direction have been a source of hope for us.

We want to thank you and your officials for devoting their time, energy, and resources to making our event **[event name]** such a big success. For the next events as well, we anticipate maintaining this partnership.

Yours sincerely,

**[Your name]**

**[Your Designation]**

**[Your Company Name]**

**[Your contact number]**