

[DATE]

[ADDRESSEE
COMPANY
EMAIL/ADDRESS]

Re: [COMPANY]'s Sponsorship of [EVENT]

Dear [ADDRESSEE]

Thank you for agreeing to sponsor [GROUP]'s [EVENT]. I write today to specify the terms of the sponsorship.

As a [TIER]-level Sponsor of [EVENT] to be held [WHEN, WHERE], [COMPANY] is entitled to the following Sponsorship Benefits:

- []
- []
- []
- []

In exchange for the Sponsorship Benefits described above, Sponsor will pay [AMOUNT] to MIT by [DATE] [and [FURTHER AMOUNT] to MIT by [DATE]].

Please note that under MIT's policies regarding use of names and endorsements, MIT must review and approve any public statements Sponsor wishes to make about the Event, including press releases and statements on the Internet or on social media.

If these terms are acceptable to you, please sign below and return a copy of this letter to me. An emailed .pdf is fine.

Sincerely,

[NAME]

Acknowledged and Agreed By:
