

CONFIRMATION LETTER

Date: July 14, 2022

To,
[ATTN]
[ADDRESS]
[POSTAL CODE]
[COUNTRY]

Subject: Sponsor Confirmation Letter

To Whom It May Concern / Dear Mr., Mrs.,

Thank you for sponsoring our [...] website. This letter will serve to confirm our understanding with regard to your sponsorship and request for additional information.

You have agreed to sponsor the [...] website for [Organization] for the period beginning on [Month, Day Year] and ending on [Month, Day Year]. The sponsorship fee is \$[Dollar Amount] payable prior to commencement of the sponsorship period. Please make your check payable to [Organization]. We have enclosed a return envelope for your convenience.

To acknowledge your sponsorship, we will place your [Company or Firm]'s on the banner of [Company Name]. [As the sole sponsor, your logo will occupy the banner on every page of the site.][We may have several sponsors. Only one sponsor will appear in the banner at a time. Sponsor logos will rotate randomly as readers view different pages.] Your logo will also be hyperlinked to your website. We will also acknowledge your sponsorship in our marketing efforts for the [Company Name] and as other opportunities arise.

Regarding the tax consequences of your sponsorship payment, there are actually two tax consequences: those to us and those to you. Both are related and important.

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Marcel A. Müller



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