

Date: _____
Sponsor Name: _____
Sponsor Address: _____

To,

Re: In-Kind Sponsorship Arrangement Letter

Dear _____,

This letter confirms the arrangement between _____ ("the Sponsor") and _____ ("the Recipient") regarding the in-kind sponsorship for _____ (event/project name).

Details of Sponsorship:

Type of in-kind support: _____

Description: _____

Total value: _____

Date(s) of provision: _____

Purpose of sponsorship: _____

Obligations of the Sponsor:

- _____
- _____
- _____

Obligations of the Recipient:

- _____
- _____
- _____

The terms of this arrangement are agreed upon by both parties and are effective as of the date signed below.

For the Sponsor

Name: _____
Title: _____
Signature: _____
Date: _____

For the Recipient

Name: _____
Title: _____
Signature: _____
Date: _____

This is a sample arrangement letter template for in-kind sponsorship. Customize as necessary.