Template  
Sponsorship Email of Agreement

Dear **<Sponsor Contact>**

Thank you for your kind offer of support for the **<Program/Initiative>** at **<School>**.

On behalf of the school community I would like to accept **<Sponsor>**’s offer of sponsorship, the details of which are outlined below.

**Sponsorship contribution:**  **<Amount and/or description of value-in-kind>**

**Scope:**

Funds/ In-kind support is/are being provided to meet the cost of/for the purpose of:

* **<Item 1>**
* **<Item 2>**

**Designation:  <designation>** (e.g. School Musical Sponsor)

**Term of sponsorship:  <Start date>** - **<End date>**

**Benefits:**

* **<Benefit 1>** e.g. Certificate of Thanks (signed by Principal)
* **<Benefit 2>** e.g. 1 x school newsletter acknowledgement
* **<Benefit 3>** *add further benefits as required*

**Conditions:**

Please note, under NSW Department of Education regulations, this sponsorship agreement:

* *does not authorise the designation “school sponsor” or “sponsor of* ***<School>****”*
* *does not represent a real or implied endorsement of the sponsor or its products or services*
* *is not exclusive and may be terminated by either party at any time*

If you have any enquiries please do not hesitate to contact me.

Thank you again for your support of the **<Program/Initiative>**.

Kind Regards

**<Principal>**