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| *Insert Club Logo* | Club Contact Details (letterhead) |

**LETTER OF AGREEMENT TEMPLATE (WITH A SPONSOR)**

Date

Dear **Company Representative**

On behalf of **the Club**, we would like to thank you for **company’s** generous contribution to financially support the **award/social/event/club**. This letter of agreement will provide our agreed terms regarding the **award/social/event/club.** We appreciate this support and look forward to a long-lasting working association with you.

The sponsorship shall be for **award/social/event/club** *w*ith the duration of the sponsorship **beginning award/social/event date** and ending on **ending award/social/event date** . The sponsorship amount shall be **$X dollars** paid by **sponsorship due date.**

During **award/social/event**, the Club will recognise **company** as the sponsor. **The Club** agrees to the following sponsorship terms:

• For the recognition and acknowledgements noted, **company** permits **the Club** a nonexclusive, royalty-free license to use the name and the logo of **company.**

• **The Club** shall retain all aspects of the **award/social/event**. **Company** gains no rights other than the sponsor rights set forth in this letter of agreement.

• The **company’s** name or logo will be acknowledged in **the Club’s** marketing collateral (poster, meet flyers) (and on the club’s uniform).

• The **company** will have the right to present **the Club** prizegiving.

• If **award/social/event** is cancelled or delayed, the terms of **liability terms** has been agreed upon by both parties.

• **Company** shall have, in its sole discretion, an **exclusive/inclusive** option to extend its sponsorship of **award/social/event** starting **date**. Terms of cancelling or renewing this sponsorship are **cancel/renew terms**.

We are very grateful to **company** for its support of our programme. If the above terms are found to be agreeable, please sign and date a duplicate copy of this letter to be returned.

Sincerely

**Club Representative**

Acknowledged and Agreed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Representative Signature Date

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Company Representative Signature Date