

Professional Conditional Sponsorship Approval

Subject: Conditional Approval - Conference Sponsorship Pending Final Terms

Dear [Sponsor Contact],

We are pleased to conditionally approve your Bronze Level sponsorship of the [Conference Name] scheduled for [Dates]. Your proposed contribution of \$[Amount] aligns with our Bronze sponsorship tier.

This approval is contingent upon finalizing the following terms:

- Confirmation of exhibit space requirements and booth specifications
- Approval of promotional materials and branding guidelines compliance
- Signed agreement acknowledging our code of conduct and exhibition policies
- Payment schedule confirmation (50% deposit required within 10 days)

Upon satisfying these conditions, you will receive:

- 10x10 exhibit space in designated Bronze sponsor area
- Company listing in conference program and mobile app
- Two complimentary conference registrations
- Access to attendee contact list (post-event, with consent)

Please review the attached detailed sponsorship agreement and return signed copies by [Date].

Our events team will contact you within 72 hours to schedule a planning call.

We look forward to finalizing this partnership and ensuring mutual success at the conference.

Best regards,

[Your Name]

[Conference Director]

[Professional Association]

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