

Preliminary Academic Conference Sponsorship Letter

Subject: Preliminary Sponsorship Invitation for [Conference Name]

Dear [Recipient Name],

We are currently preparing for [Conference Name] to be held on [Date]. This academic gathering will feature [Number] researchers and scholars, and we are exploring sponsorship partnerships.

We would like to offer [Company Name] the chance to support this conference. Benefits include name recognition in program materials, online promotions, and speaking opportunities.

Please review the attached preliminary sponsorship overview. We welcome your feedback and hope to explore potential collaboration.

Thank you for considering this opportunity.

Sincerely,

[Your Name]

[Position]

[Organization]

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