***Partner organisation letter of sponsorship template***

DD/MM/YYYY

To Whom it May Concern,

This letter serves to confirm that **[Name of Attendee]**,has been selected to participate in the forthcoming One Young World Summit 2023 as part of **[Name of Partner Organisation’s]** delegation participating in the event. The Summit takes place in Belfast, United Kingdom from 2 October – 5 October 2023.

The annual One Young World Summit convenes the brightest young talent from every country and sector, working to accelerate social impact. Delegates from 190+ countries are counselled by influential political, business, and humanitarian leaders such as Justin Trudeau, Paul Polman and Meghan Markle, amongst many other global figures. **[Name of Partner Organisation]** is a partner organisation of One Young World and is financially supporting a delegation of its employees to participate in the 2023 Summit.  
**[Name of Attendee]** is an employee of **[Name of Partner Organisation]** and has been granted leave to participate in this event. Further specific details of their employment can be found below.

**Role:** *Insert title*  
**Monthly salary:** *Insert monthly salary***Contract:** *Permanent/Fixed***Starting date of employment:** *DD/MM/YYY*

**[Name of Partner]** is financially supporting **[Name of Delegate’s]** participation in the Summit. This support includes:

* Return air travel.
* A delegate place at the One Young World Summit which includes:
  + Delegate access to the One Young World Summit and associated side events.
  + Hotel accommodation on the days of 1, 2, 3, 4, 5, 6, 7 October 2023. **[Delete days as required]**
  + Meals and catering throughout the event.

Kind regards,

**[Name of Delegation Coordinator]  
[Title of Delegation Coordinator]  
[Name of Partner Organisation]  
[Telephone Number of Delegation Coordinator]  
[Email address of Delegation Coordinator]  
[Business Address of Delegation Coordinator]**

**[Digital signature of Delegation Coordinator]**