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Dear Sir/ Madam/ First and last name of Sponsor,

(mention the name of the sports event) has been an important part of (name of your institute). For over 20 years, we have been able to continue with this tradition year after year, without fail. This year, with the ongoing pandemic situation, we found new challenges being thrown at our way.

Everything has gone virtual and organizing for a sports event virtually with over 25 different sports was quite a big challenge. When the idea was thrown across to your team at (Sponsor's company name), we received such an overwhelming response that we were taken by surprise. With your team's efforts and generous contribution of (sponsorship amount), we have been able to make this event a success.

Organized virtually, the 25 sports were organized at different locations, keeping the new normal in mind. Government protocols were followed, and we got the best response from all the participants. None of this would have been possible, without your constant support, guidance, and financial backing.

We feel grateful for getting an opportunity to work with you and look forward to future associations as well. Thank you once again.

Yours faithfully,

(your name)

(your institute name)

(your contact information)