

## Form Email and Letter to Wholesaler for Sponsorship Reimbursement

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*(WHOLESALER'S NAME),*

*Thank you again for sponsoring XXX! Our clients had a great time.*

*I have attached the receipts as well as the guest list, invitation, and address to send the check to. Let me know if you need anything else.*

*I'm excited about this continued partnership between XXX and Pickler Wealth Advisors.*

*At your convenience, would you please send a check for \$XXX to:*

*Commonwealth Financial Network  
Attn: Accounting  
29 Sawyer Road  
Waltham, MA 02453*

*Sincerely,*

*(CBO'S EMAIL SIGNATURE)*

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If the sponsor requires a letter from PWA, use the following language on our approved letterhead:

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*(DATE)*

*(SPONSOR'S NAME)*

*(SPONSOR'S JOB TITLE)*

*(COMPANY NAME)*

*Dear (SPONSOR'S FIRST NAME),*

*I want to thank you for your sponsorship of (EVENT TITLE) on (DATE). Because of your (DOLLAR AMOUNT) support, we were able to carry out a successful event for our top clients, creating another premium event experience.*

*Thank you again, (SPONSOR'S FIRST NAME), for working with us. I look forward to continuing this partnership.*

*Sincerely,*

*(SIGN HERE IN INK)*

*(CBO'S NAME)*

*Chief Branding Officer  
Pickler Wealth Advisors*