This is only an example of a sponsorship letter

Date

To Whom It May Concern

Re: Official sponsorship of [Student Name, DOB: Nationality: ]

I write to confirm that the above student is in receipt of official financial sponsorship from us. The

sponsorship covers the period [insert start date to end date].

The sponsorship consists of a total of [amount]. This covers tuition fees of [amount] and [amount] of

maintenance.

This scholarship also covers maintenance for the student’s dependents (names of dependents). (It

is possible to change the wording of this. For example, if all tuition fees and maintenance are

covered by the scholarship, the letter can state this instead of including amounts).

Should you require any further information please do not hesitate to contact me.

Yours faithfully,

Signature of official from organization

Name

Job title