[Sample Sponsorship Letter]

SAMPLE CORPORATION

123 Corporation Drive

Durham, North Carolina 27708 USA

January 15, 2012

Office of Admissions

The Fuqua School of Business

Duke University

100 Fuqua Drive

Box 90120

Durham, NC 27708

Re: Sponsorship of Jane Doe

Dear Sir or Madam:

Sample Corporation is pleased to sponsor Jane Doe for The Duke MBA – Global Executive program at

The Fuqua School of Business. Sample Corporation will provide paid leave for Jane to complete all the

residency periods.

In addition, Sample Corporation understands that as Jane attends the program, she will be absorbing

valuable lessons that will provide immediate value to the company. Consequently, Sample Corporation

will pay for the full cost of the program.

Sincerely,

James Thompson

HR Director

Sample Corporation

cc: Jane Doe