

**This is only an example of a sponsorship letter.**

**The letter must be printed on letter-headed stationery of the organisation sponsoring you and must contain an official stamp of that organisation on it. It must also contain the contact details of the sponsor. The details here can be changed according to your individual sponsorship details but must include: Your name, contact details of the sponsor, date on the letter, the length of sponsorship and the amount of money the sponsor is giving you.**

**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.

***If applicable:*** This scholarship also covers maintenance for the student's dependants (names of dependants). **(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 organisation**

**Name**

**Job title**