

SAMPLE SPONSOR LETTER

Logo or Letterhead

If the letter is provided by a company or government agency, use official stationery.

[Date] – Very Important!

English Language Training Center
700 University Blvd, MSC 147
Cousins Hall Rm. # 217
Kingsville, Texas 78363-8202
Voice: (361) 593-2855, Fax: (361) 593-4964
Email: eltc@tamuk.edu

Dear ELTC coordinator,

I, (Sponsor's Name), certify that I will financially support (Student's Name) for the education, living, health and personal expenses until completion of his/her studies at the Intensive English Program in Texas A & M University – Kingsville. (Student's Name) is my (son, daughter, niece, nephew, cousin, grandson, granddaughter, scholarship- recipient, etc.).

If you have any questions, feel free to contact me at (telephone number), (fax number) or (e-mail if available).

Sincerely,

Sponsor's Signature

Sponsor's Name

Sponsor's Address

City, State, Postal Code, Country