

## 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