Sample Sponsorship Letter

Date

Sacred Heart University

Office of International Admission

5151 Park Avenue

Fairfield, CT 06825

To Whom It May Concern:

RE: (name of student)

This letter is to confirm that I/we, [first and last name of sponsor(s)], am/are committed to funding $XX,XXX USD for [first and last name of student] to attend Sacred Heart University for her/his first year of GRADUATE education. My/Our relationship with (name of student) is (wife, uncle, employer, parent, etc.).

My/our mailing address is:

My/our email and/or phone number:

Sincerely,

[signature(s) of sponsor(s)]

Attach a notarized statement from sponsor’s bank (page 2)

Sample Statement from Sponsorship’s Bank Proving Ability to Pay Cost for Student to Attend SHU for One Year

Official Bank Letterhead1

Date

Sacred Heart University  
Office of International Admission  
5151 Park Avenue  
Fairfield, CT 06825

To Whom It May Concern:

RE: (name of student)

This letter is to confirm that [sponsor(s)] have at present available [country, for example, “Canadian”] funds in their account that convert to approximately $XX,XXX USD2.

[sponsor(s)] are long standing members who generally carry this balance in their account.

Trusting this information is sufficient.

Yours truly,

[bank official’s name, title, signature4]

NOTARIZATION3

1Information MUST be typed on official bank letterhead

2$XX,XXX USD MUST be a specific dollar amount, in US currency

3Letter MUST be notarized

4Signature of official bank official