

Sample of the "Perfect" Sponsorship Letter

(Company Stationery)

Admissions Committee
University of Illinois at Urbana Champaign
Illini Center, 4th Floor
200 S. Wacker Drive
Chicago IL 60606

Dear Admissions Committee:

(Name of Candidate) is employed with (Name of Company) as (Title). (First Name) has been in our employ for (Number of years).

I have read the brochure that describes the Executive MBA Program at the University of Illinois and wish to verify that (Name of Company) wishes to fully sponsor (Name of Candidate) in your class to be admitted (Month, Year). (Name of Company) agrees to provide the time away from work as described in your brochure and to pay the full tuition (or percentage thereof).

(Name of Candidate) is a valued employee and we are pleased to provide this support.

Sincerely yours,