

SAMPLE LETTER OF SPONSORSHIP

Important items to note:

1. The letter of sponsorship must be submitted to the ELI on **company letterhead**. If the letter is not on letterhead, it will **not** be accepted.
2. The letter of sponsorship must be signed by a **financial official** of the company.
3. The letter must **clearly indicate** which items should be included on the invoice:
 - a. **Tuition** (this is a required expense for the student)
 - b. **Health insurance** (this is a required expense for the student **unless** the student can show us proof that he/she already has medical insurance that will cover his/her medical expenses in the United States)
 - c. **Health center fee** (this is a required expense for the student)
 - d. **Room and food** (this can only be included on the ELI invoice if the student will stay in a residence on the University of Delaware campus)
 - e. **Textbooks** (this can only be included on the ELI invoice if the company will buy the textbooks for the student)

Date:

University of Delaware English Language Institute
189 W. Main St.
Newark, DE 19716
USA
Tel: 302.831.2674

To Whom It May Concern:

RE: Student name:

Enter Company Name Here agrees to pay all expenses for the above-named student at the University of Delaware English Language Institute. This sponsorship includes, but is not limited to, tuition, books, health insurance, health center fee, room and food.

This sponsorship will cover the student beginning on Enter Start Date and ending on Enter End Date .

On the invoice, please charge our organization for:

- Tuition
- Health insurance
- Health center fee
- Room and food
- Textbooks

Please direct all invoices to:

Contact Person, Title:
Company Name:
Address:
City, Zip:
Country:
Email:
Phone:
Fax:

If you have any questions, please contact me directly.

Sincerely,

Contact Person/Title:
Company Name:
Address:
City, Zip:
Country:
Email: