

EMPORIA STATE UNIVERSITY

Sample Financial Sponsor Letter

Date

Sponsor's Name

Sponsor's Street Address

Sponsor's City, State/Province/Region (if applicable), and Postal Code

Sponsor's Country of Residence

RE: Sponsorship letter for Student's Name

To Whom it May Concern:

This letter is to verify that I, Sponsor's Name, am willing and capable of financially supporting my Relationship to Student, Student's Name, as a student at Emporia State University. I have provided personal financial documentation to show that I have sufficient funds to support Student's Name for U.S. \$ [sponsor's financial contribution] for [duration of sponsorship].

If you have any questions or concerns about this matter, please feel free to contact me at Sponsor's Email Address and/or Phone Number.

Sincerely,

Sponsor's Original Signature

Sponsor's Name

Instructions & Required Information for Sponsor Letter

Before printing, please remember to remove these instructions, the highlighting above, and the letterhead.

The letter must:

- Be dated within the last 6 months;
- Include the sponsor's original signature;
- Include full name of the individual sponsoring the student;
- Include the full name of the student being sponsored;
- Include a statement that the individual is willing to sponsor the student for a specified amount and specified duration of time; and
- Should include the relationship of the student to the sponsor (i.e. sibling, friend, spouse, etc.)

Note the minimum amount the sponsor must show will depend on what information is given on the I-20 form.