

Example Sponsorship Letter



Official letter headed paper of the organisation (must include name and logo of financial sponsor)

[Contact details of the Financial Sponsor]

[Date of the letter]

Re: [Your name]

Dear Sir/Madam,

The date must be no more than 31 days old when you submit your visa application.

I am writing to confirm [your full name as it is in your passport] has been awarded financial sponsorship by [name of sponsorship organisation] to study [name of your course as on your offer letter] at University of Greenwich.

The sponsorship is from [start date] to [end date] and will cover £XXXX for tuition fees and £XXXX for [your name's] living expenses in the UK.

OR

The sponsorship is from [start date] to [end date] and will cover all [your name's] tuition fee and living expenses in the UK.

Please do not hesitate to contact us if any further information is required.

Yours Sincerely,

If your sponsorship does not cover full tuition fee and living expenses, you will need to provide additional evidence showing the difference.

Insert name and signature
of sponsor employee

Official stamp

Important Note:

The letter MUST include contact details of the sponsorship in case we have to verify the document.

If the official sponsor will cover the living expense of your dependant(s), their name(s), date of birth and nationality should be included in the letter, along with a statement to confirm the official sponsor is covering their living expenses.