

SAMPLE LETTER FOR EXTERNAL SPONSORSHIPS (COMPANIES, GOVERNMENTS, & ORGANIZATIONS)

[Complete all sections indicated in BOLD below]

[On Company Letterhead]

[Date]

RE: **[Student's Full Legal Name, as listed on Passport]** – **[Date of Birth: MM/DD/YYYY]**

To Whom It May Concern:

On behalf of **[Full Legal Name of Company, Government, or Organization]**, this letter confirms that our company/government/organization will provide financial sponsorship for **[Student's Full Legal Name]** for their **[PhD, Master's, or Bachelor's]** **[MIT Degree Program Name]** in the Department of **[Department Name]** at the Massachusetts Institute of Technology (MIT).

[Full Legal Name of Company, Government, or Organization] will provide financial support covering the total cost of **[Brief Explanation, (e.g., "the student will receive funding for tuition, and a stipend amount of \$XX,XXX,)]**, up to **[Total U.S. Dollar Amount]**, beginning on **[Start Month and Year]** through **[End Month and Year]**.

This sponsorship is being provided because **[Brief Explanation, (e.g., "the student will receive an offer to return to [Company, Government, or Organization Name] upon successful completion of their MIT program, as the degree will enhance their professional development and benefit the organization.")]**

Please contact me if additional information or documentation is required.

Sincerely,

[Signature of Representative]

[Printed Name of Representative]

[Position Title]

[Company, Government, or Organization Name]

[Email Address]

[Phone Number]
