

SPONSORSHIP LETTER – REQUEST FOR EDUCATION SPONSORSHIP

Delete all text above red line and the line itself before using this template; delete red text below sending off

Key -

{alternative text is shown in curly brackets, separated by / - select one alternative; delete others}
[optional text is shown inside square brackets – you may want to omit or adapt this text]

Your address line 1
Your address line 1
Your address line 1
Your address line 1

Sponsor's address line 1
Sponsor's address line 2
Sponsor's address line 3
Sponsor's address line 4

[Your email address]
[Your phone number]

Today's date

Dear {sponsor's title – Mr, Mrs, Ms} {sponsor's surname},

I am writing to enquire whether you would be prepared to sponsor me during my {studies/attendance} at {insert name of educational establishment or institution} {over the period/on} {insert period of study/date(s) of attendance}.

I am {undertaking/attending} the {insert name of course} [course] and hope to use the {qualification gained/knowledge gained on the course} to {improve my understanding of this important subject area/show potential employers that I have the necessary {skills/drive/expertise} to make me an attractive candidate for employment}.

[Of course I would also be delighted to {discuss/be offered the opportunity of employment with {your company/name of sponsor's company}}.]

[I attach further information that you may find of interest in connection with this request.]

Many thanks for reading this letter and I hope that you will {be prepared to sponsor me/want to hear more about my plans}. I would be delighted to send you further details and to answer any questions you may have.

[If you feel that this letter should be dealt with by someone else in your organisation, I would be very grateful if you would pass it on to them.]

Yours sincerely

Signature

Your name

[enc.] -