

SAMPLE TUITION FEE SPONSOR LETTER



Primary Business Address
Address Line 2
Address Line 3
Address Line 4

Phone: 555-555-5555
Fax: 555-555-5555
E-mail:
someone@example.com

Please provide full invoicing address

Student Billings
Financial and Legal Services
Manchester Metropolitan University
All Saint Building
Oxford Road
Manchester
M15 6BH

tuitionfeeenq@mmu.ac.uk

Post or email letter to these contact details

Today's Date

Dear MMU,

RE: A Student (MMU ID 12345678)

This is to confirm that the company will pay the 2014/15 tuition fees for the above student.

Please quote reference 'FEES' on the invoice, mark it for the attention of Accounts Payable and email to the following address: email@company.com

Yours sincerely,

A Manager

A Manager

- If you will be funding your employee for the duration of the whole course, please indicate this on the letter. We will then keep a copy for future academic years.
- If you are not funding full fees, please specify the amount or percentage for which you wish to be invoiced.
- Please advise if a reference (such as an order number) must be quoted on the invoice.
- Please note, we issue invoices by email only—please provide a valid email address for this purpose.
- For queries, please contact tuitionfeeenq@mmu.ac.uk.