**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,

Relationship to Student,

Sponsor’s Name,

Student’s Name,

am willing and capable of financially supporting my during the time he/she will be studying at Duke

University. I have provided personal financial documentation to show that I have sufficient funds to support Student’s Name for a minimum of U.S. $ [estimated cost of attendance for 2020-2021 for your program] for the duration of their master’s program.

If you have any questions or concerns about this matter, please feel free to contact me at Sponsor’s Email Address.

Best Regards,

***Sponsor’s Original Signature***

Sponsor’s Name

# Instructions and required information for Sponsor Letter

**(PLEASE REMEMBER TO REMOVE THESE INSTRUCTIONS AND REMOVE ABOVE HIGHLIGHTING BEFORE PRINTING.)**

The letter must:

* Be dated within 3 months of your submission of documents to Duke;
* 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 for the duration of the program;
* Should include the relationship of the student to the sponsor (i.e. daughter, son, friend, spouse, etc.); and

*Note the minimum amount the sponsor must show will differ depending on the student's particular program costs and whether the student receives scholarship funds from another source.*