

Sample tuition fee Sponsor letter



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

Phone: 555-555-5555
Email: accountpayable@business.com

Please provide full invoicing and email address

Student Billings
Finance and Procurement
Manchester Metropolitan University
All Saint Building
Oxford Road
Manchester
M15 6BH

studentbillings@mmu.ac.uk

Email letter to these contact details

Date

Dear MMU,

RE: A Student (MMU ID 12345678)

Provide the students full name and 8 digit MMU ID

This is to confirm that the company will pay the 2022/23 tuition fees for the above student.

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.
- Please ensure the letter contains a hand written signature or is sent through email directly by the approver from a company email address.
- If you are not funding full fees, please specify the amount or percentage for which you wish to be invoiced.
- Please note, we issue invoices by email only. Please provide the appropriate email address for your Purchase Ledger or Accounts Payable department.
- Please advise if a reference (such as an order number) or FAO must be quoted on the invoice.
- If you're only paying part of your students fee and they are eligible for an Alumni Discount you may waive your proportion of the discount in the students favour. Please indicate in the letter/Purchase Order if required.
- For queries, please contact: studentbillings@mmu.ac.uk.