**Financial Sponsor Letter**

Date: [MM/DD/YYYY]

RE: Sponsorship letter for [Scholar’s Name]

|  |  |
| --- | --- |
|  |  |

To whom it may concern:

This letter is to verify that I, [Sponsor’s Name], am willing and capable of financially supporting my [Daughter, son, niece, nephew, other relationship as specified], [Scholar’s Name], during the time he/she/they will be working at Brandeis University. I have provided personal financial documentation to show that I have sufficient funds to support [Scholar’s Name] for U.S. $[Estimated living expenses for the duration of the appointment].

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

Best Regards,

*[Sponsor’s* ***Original*** *Signature]*

[Sponsor’s Name]

---------------------------------------------------------------------------------------------------------------------

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

Instructions:

* Letter must be dated and signed no earlier than 12 months of the appointment start date
* Include full name of the individual sponsoring the scholar
* Include the full name of the scholar being sponsored
* Include that scholar is appointed at Brandeis University
* Include a statement that the individual is willing to sponsor the scholar for a specified amount.
* Should include the relationship of the sponsor to the scholar (i.e. parent, spouse, etc.)
* If you have more than one sponsor, they will each need to submit a sponsorship letter that corresponds with their financial document(s).