

# [LETTER HEADED PAPER REQUIRED]

[Company Name]  
[Address]  
[Tel]  
[email]

The University of Manchester,  
Student Payments and Registration Team,  
Student Services Centre,  
Burlington Street,  
Oxford Road,  
Manchester M13 9PL  
[sponsorletters@manchester.ac.uk](mailto:sponsorletters@manchester.ac.uk)

[Date]

I am writing to confirm that [Company name] has agreed to sponsor the following student.

## Student Details

Student full name:	
University ID number: If known?	
Academic year:	
Programme of Study:	
Year(s) of Study:	
Start date:	

## Sponsor Details

The sponsorship amount will be:	£
Company Registration number or Registered Charity number: For EU sponsors only. Use N/A if not EU sponsor	
VAT registration number: For EU sponsors only. Use 'VAT exempt' if not EU sponsor	
Purchase Order number: If no PO needed then please use N/A	
Address for invoice if different from above:  Or email address if you prefer.	

We promise to make payment upon receipt of an invoice.

Kind regards,

[Name]  
[Position]