

[Sample Sponsorship Letter]

SAMPLE COMPANY LETTERHEAD

123 Company Road
City, State 12345

October 19, 2011
Darden School of Business
University of Virginia
Office of Admissions
100 Darden Boulevard
Charlottesville, VA 22903

Re: Sponsorship of Mary Smith

Dear Sir or Madam:

Sample Company is pleased to sponsor Mary Smith for the MBA for Executives program at the Darden School of Business. Sample Company will allow Mary to attend all residencies and understands the weekly time requirements to prepare coursework.

[Additional statement for applicants receiving full financial sponsorship]:
Sample Company understands that as Mary attends the program, she will be learning new information and generating new ideas that will provide immediate value to our company. Consequently, Sample Company will pay for the full cost of the program.

[Optional: Use this space to summarize the applicant's accomplishments and potential as a manager and leader]

Sincerely,

Phillip Johnson
HR Director
Sample Company
cc: Mary Smith