



Sample EMBA Sponsorship Letter (Company Letterhead)

3/9/2023

Clare Norton
Senior Associate Dean for Enrollment Management
Admissions and Financial Aid
Columbia Executive MBA Program
Geffen Hall, Room 216
645 West 130th Street
New York, N.Y. 10027

Re: Financial Sponsorship of Joe Smith

Dear Ms. Norton:

XYZ Corporation is pleased to sponsor John Doe's application to the Columbia Executive MBA Program. John will be completely released from his professional responsibilities on class days, his travel time will be kept at a minimum, and he will be paid his full salary while he is enrolled in the Columbia Executive MBA program.

XYZ Corporation has agreed to give partial financial support to Joe Doe's Columbia Executive MBA tuition. XYZ Corporation will cover \$9,000.00 each term to cover part of the cost of the program.

Please address the amount covered by XYZ Corporation to the following:

Sherry Lane
Address
City, State, Zip

Sherry Lane will be the contact for any questions regarding billing of the covered amount. She can be at 212.854.6757.

Sincerely,

Jane Smith
Authorized Person
Sponsoring Organization