**Letter headed Paper**

**(Insert Sponsor’s name and address)**

**(Date)**

University Centre Peterborough

Park Crescent

Peterborough

Cambridgeshire

PE1 4DZ

Ref: **(Insert student’s name and course title)**

I can confirm that **(insert your company name)** is willing to accept the funding for all tuition fees for **(insert student’s name)** for the academic year 2020/21 to the value of **£ (insert the amount of funds you are prepared to pay on the student’s behalf)** not to be exceeded**.**

Would you please arrange for an invoice to be issued to:

**(Insert details of your company’s finance office, with purchase number you wish the University to use on its invoice.)**

Signed: **(insert name of company director etc.)**

Position within the company: **(insert your job title)**

Contact details: **(insert your telephone number)**

**(insert your email address)**

**(Please ensure that your letter is typed onto letter-headed paper with the company name clearly stated)**