

[Sample Sponsorship Letter]

SAMPLE COMPANY LETTERHEAD

123 Company Road

City, State 12345

October 1, 2022

Darden School of Business  
University of Virginia  
Office of Admissions

Re: Sponsorship of Mary Smith

Dear Sir or Madam:

Sample Company is pleased to sponsor Mary Smith for the [Executive MBA program / Part-Time MBA 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,

Manager/HR Director  
Sample Company  
cc: Mary Smith