[DATE (Must be less than 6 months old)]

Document Manager Office of International Education Carnegie Mellon University 5000 Forbes Ave Pittsburgh, PA 15213

Dear Document Manager,

I, [NAME], am the [father / mother / guardian / relationship] of [NAME OF CMU VISITOR]. I will provide financial support in the amount of [\$USD] to cover living and other expense for [NAME OF CMU VISITOR] during their visiting period at the Robotics Institute of Carnegie Mellon University.

Should you have any questions, please contact my office at [PHONE / EMAIL / FAX].

Sincerely,

[SIGNATURE]

[NAME]