

(TEMPLATE: Sponsor Letter / Employer Support / University Support / Scholarship)

[LETTER HEAD of SPONSOR / EMPLOYER / COMPANY / UNIVERSITY]

[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,

[VISITING SCHOLAR NAME] is [AN EMPLOYEE/STUDENT] of [COMPANY/UNIVERSITY NAME]. [HE/SHE] will be a visitor at Carnegie Mellon University's Robotics Institute from approximately [DATE to DATE]. We understand that due to processing times that exact dates may change. [COMPANY/UNIVERSITY NAME] will provide financial support in the amount of [\$AMOUNT] to cover living and other expenses for [VISITING SCHOLAR NAME] during their visit.

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

Sincerely,

[SIGNATURE/STAMP]

[NAME]

[TITLE]

[CONTACT INFORMATION]