Date (Very Important)

Sponsor’s Name
Sponsor’s Address
City, State Country

University of Southern Maine
Office of International Programs
96 Falmouth Street
Portland, ME 04103 USA

Dear Office of International Programs:

This letter is to confirm that I will be responsible for _____________________ (examples to go in blank line include: room and board, tuition and fee, all educational and living costs) throughout the duration of ____ (student’s name) _____________ educational program at the University of Southern Maine. I can confirm that ____ (student’s name) _____________ is my ____ (son, daughter, niece, nephew, cousin, friend) _____________. I understand that his/her academic program is expected to take four/two years to complete.

If you have additional questions please contact me at __ (phone number) ______ or by e-mail at ____ (e-mail address) ____________.

Sincerely,

Sponsor’s Signature – Very Important