

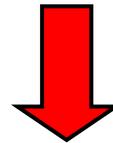
Kingston University
Income & Receivables Team
Ground Floor, Cooper House
40-46 Surbiton Road
Kingston upon Thames
Surrey
KT1 2HX

EMBASSY LOGO

Unit 1, Embassy Estate, London, NE1 1AB

1st August 2015

If known, please ensure your ID number is included as well as your full name



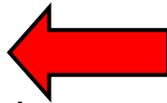
SPONSORSHIP FOR JACK SMITH, KINGSTON ID NUMBER 1512345

Dear Kingston University

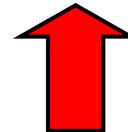
I am pleased to confirm that the Embassy will be funding the 2015/16 tuition fees for Kingston University student Jack Andrews. The award is for a contribution of £1,500 towards the tuition fee.

Please forward an invoice marked for the attention of Edward Smith to:

The Embassy
Accounts Payable
Unit 1, Embassy Estate
London
NE1 1AB



We require an invoice name, address and any purchase order / reference your sponsor needs to be quoted on the invoice.

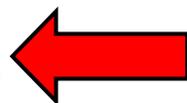


We need to know the amount or percentage your sponsor is paying and for which academic year. A new letter will be needed for each year of study.

You should quote Purchase Order number 012345678 on your invoice.

Please contact me on 020-7123-4567 with any queries, or by email on e.smith@embassylondon.abc

Yours faithfully,



Your letter must be signed by an authorised officer of the company and be on company headed paper.



It is helpful if there is a contact telephone number and email address provided.

Edward Smith

The Embassy of Country