# Manchester Metropolitan University Template Sponsor Letter

## Guidance Notes

1. We accept either official purchase orders or sponsor letters as proof of sponsorship.
2. A sponsor letter must be on company letterhead.
3. A sponsor letter or purchase order must contain the company name and address for invoicing as it should appear on the invoice.
4. A sponsor letter must either contain a handwritten signature of the funding approver or be emailed to MMU directly by the funding approver from a company email address.
5. Invoices are issued by email only. Please provide the email address for your Accounts Payable or Purchase Ledger department.
6. New sponsors with whom MMU has no previous relationship will be credit checked before the sponsorship can be accepted.
7. In case of queries please contact studentbillings@mmu.ac.uk / 0161 247 2937.

[COMPANY LETTERHEAD REQUIRED]

Company Name

Company Address

Email address

Telephone number

Manchester Metropolitan University

Student Billings Team

Finance and Procurement

Manchester

M15 6BH

studentbillings@mmu.ac.uk

12 March 2024

I confirm that [Company Name] will sponsor the following student:

|  |  |
| --- | --- |
| **Student Name** |  |
| **MMU student ID** |  |
| **Name of Course**  |  |

**Sponsorship details**

|  |  |
| --- | --- |
| **Amount of sponsorship**Enter an amount or percentage in GBP |  |
| **Sponsorship start date** |  |
| **Duration of sponsorship**State whether funding whole course or specific years |  |
| **Purchase Order number**If required please attach a PO otherwise state ‘n/a’ |  |
| **Company name for invoicing** |  |
| **Company address for invoicing** |  |
| **Accounts Payable email** |  |
| **Accounts Payable tel no** |  |

Yours faithfully

[Your name]

[Your job title]