

*Use official letterhead*

Bursar's Office  
888 N. Euclid Ave. Rm. 106  
University of Arizona  
Tucson, AZ 85721

Re: Third Party Sponsorship

To whom it may concern:

The (*insert name of employer, for example the school, Tribe, or tribal department*) will be paying for the following students to take courses for this summer's 5W1 session. The courses are affiliated with the American Indian Language Development Institute (AILDI). The courses will be 3 units each.

Jane Doe	1 course
John Doe	2 courses

This letter serves to establish a letter of credit. Please remit an invoice for the tuition and fees to:  
(*insert name, address, where the invoice will be sent*)

Sincerely,