Once you have a sponsor and a copy of their bank statement that shows the missing amount between the total value of your GA and what the International Student and Scholar Services needs to issue you your form I-20, provide them this sample letter, so they can use this template to send you their sponsorship letter:

**SAMPLE- Sponsorship Letter**

Date: [Month, Day Year]

To Whom It May Concern

My name is [name of the sender/sponsor] [Provide additional information introducing yourself and/or the sponsoring company]

This letter is to confirm my sponsorship of [student name] for his/her graduate education at James Madison University to pursue a [name and degree level of the academic program] from [begin date] until [end date]. [student name] is [define your relationship to the student].

I have enclosed supporting documents [describe the type of documents] as requested for proof of financial ability to sponsor him/her with [amount of money in local currency AND the equivalency in US dollar]. These funds will be made available to him/her [how and when]. These funds will serve to pay for his/her [is the funding you are providing limited to specific expenses/fees?].

Please do not hesitate to contact me if you need further information.

Sincerely,

[sender/sponsor’ signature]

[sender/sponsor’ s full name]