

**COMPANY LETTERHEAD**

Month day, year

Berkeley MBA for Executives Program  
Admissions Office  
Haas School of Business  
430 Student Services Building #1910  
Berkeley, CA 94720-1910

Re: Sponsorship of John/Jane Doe

Dear Sir or Madam:

The XYZ Corporation is aware of John/Jane Doe's application to the Berkeley MBA for Executives Program. John/Jane will be given the necessary time away from the office to attend class, we will keep his/her travel time to a minimum, and his/her salary will be unaffected while he/she is enrolled in the Berkeley MBA for Executives Program.

The cost of the program will be paid by [John/Jane or XYZ Corporation or Other]. Please address all program billing statements to the following address:

Billing Name  
Address  
City, State Zip

Sincerely,

Authorized Person  
Sponsoring Organization