

Sample Letter from Relative

**All italicized text should be changed to be student-specific.*

Today's Date

Georgetown University
Office of International Programs

Dear Sir/Madam:

Please be advised that I, *Mr. John Smith, father* of Georgetown student *Jane Smith*, will be financially responsible for my *daughter's* tuition and living expenses for the duration of *her* studies at Georgetown University. I will provide US \$70,000 per year during *her* academic stay in the United States.

Sincerely,

Signature Here