Sample Letter for Requesting Employer Support and Financial Sponsorship

Note:
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Dear [Manager/Decision Maker’s Name],

As part of my professional development at [Company Name], I am considering pursuing – alongside my job – a 100% online [Programme Name] with the University of Liverpool. Gaining additional skills and qualifications at this point of my career will, I believe, enhance my ability to drive successful results for [Company Name]. I am motivated to derive maximum benefit from the programme, both personally and professionally, with the intention of leveraging my learning at work. To this end, I would ask you to consider providing support and financial sponsorship for my studies.

You may like to highlight your current company environment, such as challenges and opportunities that your company faces and your proposal for adding value, such as how participating in the programme will help you better meet these challenges.

World-class global learning
After researching several institutions, I believe that the University of Liverpool is the best option. It’s a world-class university and a leader in online learning, having launched its first online master’s programme in 2000. The University’s Online [Programme Name] is very well suited to my needs. It is designed especially for working professionals who have busy careers, and its flexible delivery allows the study to be done in parallel with working life. There are no fixed times when I have to be online and there is the possibility to arrange for study breaks to cover for periods of increased work commitments. I will also be able to access the online learning platform from anywhere in the world.

The programme is based on collaboration, with classroom discussions focusing on real-world corporate and professional issues, both local and global. I’ll be able to receive input from experienced faculty and fellow professionals around the globe. The international classrooms of around 15-20 people will allow me to gain global perspectives that can be invaluable in our work with international teams and organisations.

You may also like to take themes or topics from a particular module and link them to your current job. For example, the Finance module will boost your understanding of financial strategy issues that affect organisations. This can help you to further develop skills in investment decision-making for future projects.

You can access Programme and module overviews on the University website (https://www.online.liverpool.ac.uk) under “Programmes.”

My Commitment
I am confident that I can manage the programme in addition to my normal workload. In seeking this financial sponsorship, I remain fully committed to building value at [Company Name] in the years to come.

You may like to demonstrate the payoff to your company by stating specific examples of increased contribution you expect to make.

Costs Involved
You may like to insert the programme costs in your letter or enclose your Invoice Explanation Page that your Enrolment Advisor can provide to you.

The University of Liverpool Online has a Sponsorship team available to assist in answering any questions related to online higher education sponsorships and offers various billing and support options. Both partial and full sponsorships are supported and fees can be paid in a single upfront payment, annually, or per module. Should [Company Name] agree to financing my studies, in part or in full, an Acknowledgement of Sponsorship letter would be drawn up – after which, invoices could be sent directly to [Company Name]. The Sponsorship Team (sponsorship@liverpool-online.com) is available to answer questions.

I am, of course, also willing to consider any alternative arrangements for sponsorship that [Company Name] may propose.

Thanking you in advance for your consideration of my request.