

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I am writing to fully support [Applicant's Name] in their pursuit of a Postgraduate Diploma in [Program Name] at [Institution Name]. As [Your Relationship to Applicant], I have witnessed [his/her/their] dedication and passion for [field/industry].  
I am pleased to offer my sponsorship for [Applicant's Name]'s studies, as I believe that this program will significantly enhance [his/her/their] skills and knowledge. I am committed to providing financial assistance for [tuition fees, living expenses, etc.], amounting to [specific amount or range].  
[Optional: Mention any additional support you will provide, such as mentorship, resources, etc.]  
I believe that [Applicant's Name] will be a valuable asset to [Institution Name], and I am confident in [his/her/their] ability to excel in this program. Thank you for considering this application for sponsorship.  
Sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Organization, if applicable]