



Your Name
Company Address
Your Address

(Company Stationery)

(Date)

Head – EMBA Admissions Committee
IIT Bombay – Washington University
Research and Education Academy
C/o IIT Bombay
A.S. Marg.
Mumbai (Maharashtra) - 400076
Olin Business School Washington University in St. Louis

Admissions Committee:

(Name of Candidate) is employed with (Name of Organization) as (Title). (Name of Candidate) has been in our employ for (Number of Years). As an organization, we have spoken with (Name of Candidate) and reviewed the class calendar together for Executive MBA program at Washington University. We wish to verify (Name of Organization) is sponsoring (Name of Candidate) in Olin’s Executive MBA (Semester, Year) class. (Name of Organization) understands the time required away from work as and has reached an agreement of support with (Name of Candidate). (Name of Candidate) is a valued employee, and we are pleased to provide this support.

Sincerely,

Signature Block