



Dear Sir/Madam,

In order to ensure both sponsors and students receive the best service possible, and invoices are settled within **21 days of invoicing**, as well as ensuring we are meeting all relevant Financial Regulations we would require the following information from yourselves.

We would ask that all sponsor letters are issued on letter headed paper and include the following information within their content:

1. Sponsorship details

- Name of student
- Academic year of sponsorship
- Amount or percentage being sponsored
- Confirmation that payment will be made directly to Royal Holloway, University of London

2. Invoicing information

- Sponsor Name/Company Name
- Invoicing Address including Post Code
- Contact Name
- Contact Telephone Number
- Contact email address for electronic communication
- Purchase Order Number or your Reference Number

The above notification must be provided to the university (or directly to the student) for each academic year that a student is being sponsored. If your sponsorship is for multiple academic years, then please state this on the letter.

If you require any further information then please contact the Student Fees Office at student-fees@royalholloway.ac.uk.

Thank you for your cooperation.

Student Fees Office
Royal Holloway, University of London
Egham, Surrey
TW20 0EX