

COMMITMENT LETTER

SAMPLE OF COMMITMENT LETTER

(Company Stationery)

(Date)

Admissions Committee
Executive MBA Program Office
Olin Business School
Washington University
Campus Box 1158
One Brookings Drive
St. Louis, MO 63130-4899

Admissions Committee:

(Name of Candidate) is employed with (Name of Organization) as (Title). (First Name) has been in our employ for (Number of Years). I have read the viewbook that describes the Executive MBA program at Washington University and wish to verify that (Name of Organization) is sponsoring (Name of Candidate) in your (Semester, Year) class. (Name of Organization) understands the time required away from work as described in your viewbook and has reached an agreement on financial support with (Name of Candidate). (Name of Candidate) is a valued employee, and we are pleased to provide this support.

Sincerely,