

## Sample Non-Profit Sponsorship Letter Format for Durham Tech

# Helping Hands, Inc.

100 Main St. Durham, NC 27703

(919) 255-5555

*info@helpinghands.org*

### Date

Durham Technical Community College  
1637 Lawson St.  
Durham, NC 27703  
Attn: International Student Services

Re: **John Doe**

Durham Tech Student ID: **0122555**

Academic Term: **Spring 2021**

Helping Hands, Inc., a 501 (c)(3) non-profit organizations located in North Carolina, would like to sponsor John Doe's studies at Durham Technical Community College. Helping Hands, Inc. agrees to be billed directly at the organizational address above and will pay the tuition and fees for the student directly to Durham Technical Community College for the academic term listed above.

If you have any questions, please feel free to contact me.

Sincerely,

*Mary Smith* (ink signature required)

Mary Smith

Executive Director

Helping Hands, Inc.

[msmith@helpinghands.org](mailto:msmith@helpinghands.org) (Email Address)