Today’s Date

Mr. Brian O’Morrow

Sr. Director, Executive Education

Boise State University

Micron Business & Economics Building, Suite 4101

1910 University Drive

Boise, ID 83725-1650

Dear Mr. O’Morrow,

[Company Name] fully supports and sponsors [applicant name]’s participation in the Executive MBA program at Boise State University. It is our understanding that the program will require [applicant name] to be out of office attending classes once each month for three to four days in a row as well as a one week residency each year as shown on the Executive MBA Program Calendar. We understand that he/she will not be available during those days except during brief class breaks. [Company name] is making the necessary time, organizational support, and other resources available to [applicant name] to fully participate in the program.

(Optional) With regard to financial commitment, [applicant name] is eligible for tuition reimbursement of up to $\_\_\_\_\_\_\_\_.

If you have any questions or concerns, please contact me.

Sincerely,

[Supervisor signature]

Supervisor Name

Title

Company

Contact