THIS IS AN EXAMPLE STATEMENT THAT YOU CAN USE AS A

TEMPLATE IF YOU WISH

This letter should be on headed paper from the institution that is responsible for paying your training course fees.

TO:

Karen Clarke

ECMWF

Shinfield Park

Reading

RG1 9AX

United Kingdom

(date)

Dear Mrs Clarke

Re: (your full name)

This is to confirm that (name of institution) will cover all travel expenses including course fees for (your name) to attend the ECMWF Training Course: (name of course(s).

Yours sincerely

(full name, position and signature)