Dear,

Thank you for agreeing to sponsor an occupational therapy student to undertake a clinical placement in (our region ...)

Your contribution is greatly appreciated by the (members of the regional group…. therapists of the region) and we thank you for your generosity.

We enclose information from the xxx university / the xxx university will contact you direct regarding payment of the sponsorship funds.

Once a student has been placed in our region we will contact you in this regard.

Once again thank you for supporting this valuable project which will benefit the health and well being of our community in years to come.

Yours sincerely

Your name