TO WHOM IT MAY CONCERN

Dear Concern,

My [son/daughter], [full name], (Passport Number: XX, D.O.B: dd/mm/yyyy) will be travelling to Canada to pursue [his/her] [undergraduate/graduate/Phd] degree in XX university starting on SEPT 20, 2032. I, [Full name of Sponsor] will be financially supporting his/her studies throughout his/her journey at XX university for 2032-34.

He/she has graduated from X institution in Y subject and very much keen to take higher studies on [University Subject Name] to expand his/her career growth.

He/she has received XXX amount of funding/scholarship from the university/ dept. or combined. The extra amount that has not been covered by funding/scholarship would be covered by me. The extra amount of XX in tuition fees, along with living expense of XX amount and emergency fund of XX will be covered by me.

I have been doing business in [Sector name] for a decade [or name no.of years]. [Describe the business here]. My Annual Income is XX amount (Mention Canadian Equivalency here) from last fiscal year's XXXX-XX from the business which is mentioned in my tax assessment papers. Please note that sole proprietorship in Bangladesh are treated as income of the individual who owns the entity, thus it is subjected to personal income tax rate. Thus it doesn't require any audits as profiles are taxed as personal income tax.

I am attaching supporting documents (bank statement, trade license, tax assessment, and recent work order). The recent wok order shows evidence of my prospective future income.

I am very confident that my son/daughter would succesffully complete his/her education and I can financially support his/her till to the end. I thank you for your time in reviewing submitted documents and hoping you would facilitate my son's travel to Canada.

Sponsor name (with sponsor's signature and company seal)

Designation

Firm's name.

Address

If the company/firm is subjected to financial audit, then you must include audited financial statement. If you want to add additional documents, you must include the reasons behind it.