

**Sponsored Student Letter– Permission for Tutoring**

DATE

Re: CSU STUDENT NAME  
CSU STUDENT ID NUMBER  
CSU STUDENT ACADEMIC MAJOR

To Whom It May Concern:

As per your request, please find information related to tutoring request for the student named above:

1. Reason why tutoring is necessary for the course
2. Course Name and Number
3. Course Semester/Year

Should you have any questions about the information contained in this letter, please don't hesitate to contact me directly at COURSE INSTRUCTOR EMAIL ADDRESS.

Sincerely yours,

Name  
Title

*Copy: CSU Center for International Services and Programs*