

## University Letterhead

[INSERT UNIVERSITY ADDRESS, IF NOT ALREADY ON LETTERHEAD]

[INSERT DATE]

The London School of Economics and Political Science  
Houghton Street  
London, WC2A 2AE  
United Kingdom

TO WHOM IT MAY CONCERN

This is to confirm that **[INSTITUTION NAME]** will pay the 2025/6 General Course tuition fee of **[INSERT RELEVANT TUITION FEE\*]** for **[INSERT INDIVIDUAL STUDENT'S NAME OR ALTERNATIVELY 'for each of our students']** studying on the 2025/6 General Course programme at The London School of Economics and Political Science (LSE).

**[INSERT NAME AND POSITION OF INDIVIDUAL AUTHORISING/SUBMITTING PAYMENT]** will submit the General Course tuition fee payment to LSE. The tuition fee invoice/s should be sent to **[INSERT BOTH THE MAILING ADDRESS AND EMAIL ADDRESS OF WHERE THE TUITION FEE INVOICE/S SHOULD BE SENT]**.

Yours faithfully

**[INSERT SIGNATURE, NAME AND POSITION]**

\*

2025/26 fee	% discount	Discount	Amount to pay
£28,100	1.5% if General Course tuition fees are paid in full <i>before 31 July 2025</i>	£421.50	£27,678.50
£28,100	0.5% if General Course tuition fees are paid in full <i>between 1 – 31 August 2025</i>	£140.50	£27,959.50