

Note for the employer or sponsor (this page is not part of the letter; delete it before the letter is sent)

When to use it

Use this template only after ADHA has made an offer to the applicant. ADHA decides admission before funding is settled, so this confirmation never affects selection.

What to do

Copy the letter onto your own letterhead and fill in every yellow field. Copy the amount and the rate exactly from ADHA's offer email. You do not choose them. Then sign it. A stamp or seal is welcome where your organisation uses one. It is not required.

Who signs

The person who is authorised to sign for payments in your organisation.

How to send it

Email a scan or a clear phone photo to info@adha.edu.et. ADHA may confirm the letter with the signatory by email or phone.

Procurement

On request, ADHA issues a pro-forma invoice after an offer, so that your procurement office can raise a purchase order. Write to info@adha.edu.et. You may send the purchase order instead of this letter.

Payment

Employers and sponsors pay in one payment. Ethiopian institutions may pay in birr, at the National Bank of Ethiopia rate on the invoice date.

Deadline (planned)

Friday 19 February 2027, for Cohort 01. The offer email states the date that applies to you.

Date: [day month year]

To: ADHA Fellowship Programme, Africa Digital Health Academy (ADHA), info@adha.edu.et

Subject: Seat funding confirmation for [Full name], ADHA Digital Health & AI Leadership Fellowship, Cohort 01

Dear ADHA Fellowship team,

1. The offer

Date of ADHA's offer email: [day month year].

Amount stated in ADHA's offer: USD [amount].

Rate stated in the offer: [international or African].

We chose these from the offer. We do not choose them.

2. Our commitment

[Organisation] will pay this amount on ADHA's invoice, in one payment. Instalments are only for people who pay personally.

If we are an Ethiopian institution, we may pay in birr, at the National Bank of Ethiopia rate on the invoice date.

If our procurement rules require a pro-forma invoice before a purchase order, we will ask ADHA for one at info@adha.edu.et.

3. Billing details

Billing contact name: [name]

Billing contact email: [email]

Billing contact phone: [phone]

Purchase order number, if any: [number]

VAT, tax or procurement notes, if any: [notes]

4. Deadline

We will return this confirmation, or a purchase order, by the seat confirmation date in the offer (planned: Friday 19 February 2027 for Cohort 01).

5. Signature (authorised signatory for payments)

ADHA may confirm this letter with the signatory by email or phone.

Name of signatory: _____

Job title: _____

Signature: _____ Date: _____

Official stamp or seal, where our organisation uses one: _____

Email or telephone for verification: _____