

<Company letterhead with logo; mailing address; phone number; email; website>

<Date>

<Faculty/Department Name>

Kwantlen Polytechnic University
12666 72 Avenue
Surrey, BC V3W 2M8

<via Email, if applicable>

Re: Sponsorship of <student first and last name>

To whom it may concern,

Please accept this letter of authorization for sponsorship of course fees for employee **<First and Last Name>** to enroll in **<Course Name Course Code/Number>** from **<course dates>**.

<Company name> will be funding 100% of the course fees **<include course fee amount here>**, including GST. **<OR list the dollar value the sponsor will be funding>**. This funding will expire on **<enter date, if applicable>**. **<If the sponsor is funding a lump sum amount for the student to choose which courses they'd like to take, then that needs to be noted here.>**

The student's details are: **<full legal name>**, **<home mailing address>**, **<personal email>**, **<personal phone/cell>**, **<date of birth>**, **<KPU student ID number if a returning student>**.

Please send the invoice to the attention of **<Contact Name (first and last)>**, **<title>**, **<department, if applicable>** to **<department name, if required>**, **<mailing address>**.

You may reach **<contact name>** at **<email address>** or **<phone number>** for any further information.

Thank you,

<signature>

<Signing authority first and last name, title>

<email and phone, if different from Contact above>