Sample Employer Sponsorship Letter (} Œ µ Œ Z u d Z

ABC, Inc.

100 Main St. Durham, NC 27703
Phone: (919) 255- 5555
Info@abcinc.com

Date

Durham Technical Community College
1637 Lawson St.
Durham, NC 27703
Attn: International Student Services

Re: John Doe
Durham Tech Student ID: 0122555
Academic Term: Summer 20 X W

ABC, Inc. would like to sponsor John Doe's studies at Durham Technical Community College. ABC Inc. has been operating in North Carolina since 2015. John Doe is legally employed in our company and works as a sales associate. ABC, Inc. agrees to be billed directly at the company address above, and will pay the tuition and fees for the student directly to Durham Technical Community College for academic term listed above.

If you have any questions, please feel free to contact me.

Sincerely,

Mary Smith (ink signature required)

Mary Smith
Owner
ABC, Inc.
msmith@helpinghands.org (Email Address)