

Company Letterhead or Formal Letter Heading (if not a company)

Date

Amy McGee  
Accounting Services  
Wake Tech Community College  
9101 Fayetteville Road  
Raleigh, NC 27603

Dear Ms. McGee:

This letter authorizes Wake Tech to invoice us for the following:

Student name:

Course title, section number and dates:

Amount to be invoiced:

Please invoice and send to:

Name of Company

Attention:

Email Address:

It is understood that if a transfer is requested to another course, a new sponsorship letter must accompany the transfer request.

In the event a sponsorship is withdrawn, it is the responsibility of the sponsoring agency to notify the college immediately in writing to the Workforce CE Registrar at [ceregistrar@waketech.edu](mailto:ceregistrar@waketech.edu) before class starts, to prevent being sent an invoice for registration charges. Please see the college's refund/transfer policy <http://www.waketech.edu/student-services/catalog/continuing-education#372>.

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Signature and title of authorized individual