

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In the event a sponsorship is withdrawn, it is the responsibility of the sponsoring agency to notify the college immediately in writing to the Workforce CE Registrar at ceregistrar@waketech.edu before class starts, to prevent being sent an invoice for registration charges. Please see the college's refund/transfer policy [Workforce Development Registration | Wake Tech](#).

Signature and title of authorized individual