

# Sponsoring Office Letterhead

*NOTE TO SPONSOR/EMPLOYER: This is a sample template for you to create a letter for the student you are sponsoring for DENT-100. Please include information highlighted in grey in your personalized letter. Email your sponsor letter to [conedadvising@sait.ca](mailto:conedadvising@sait.ca) .*

[Month Day, 202X]

Att: Advising Team  
Centre for Continuing Education and Professional Studies  
SAIT  
Calgary, Alberta T2M 0L4  
Email: [ConEdAdvising@sait.ca](mailto:ConEdAdvising@sait.ca)

Re: Letter of Support for [Student First Name Last Name] for Participation in SAIT course DENT-100 Preventive Dentistry Module (PDM)

To Whom It May Concern:

I support [Student First Name Last Name, College of Alberta Assistants Registrant # XXXXXX]'s participation SAIT course DENT-100 Preventive Dentistry Module (PDM) course [Course Registration Number (CRN): XXXXX] running for approximately 24 consecutive weeks from [Month Day, 202X to Month Day, 202X.]\* [Student First Name] is currently employed as Registered Dental Assistant at [Dental Clinic Name] located at [office address].

I understand that [Student First Name] will require time away from work during the day to attend on-campus training for pre-clinical and clinical components of the course. I also understand that [Student First Name] will be completing three logbooks and two, three-week practicums at our dental office under my supervision and/or the supervision of one of our registered dental hygienists.

Feel free to contact me if you have any questions or concerns.

Regards,

*Dentist/Owner of Dental Clinic Signature*

[Dentist First Name Last Name]  
Email: [Dentist email address]  
Phone: [Dentist direct phone number]

Cc: [Employee/Student First Name Last Name]  
Email:[Employee/Student email]

*\*Go to SAIT Continuing Education website to get 5-digit CRN and course dates associated to the course section your sponsored employee will register into: [SAIT DENT-100](#)*