

# Company Letterhead

Address | Phone Number | Email Address

*Note to Sponsor: Please ensure your sponsor letter is printed on company letterhead and is signed & dated. Also provide the billing information (contact name, phone number and email address) for where SAIT will email the training invoice for the sponsored student. This is a sample template for the approval of one course—if you are approving multiple courses in a SAIT Continuing Education program, feel free to expand your letter as required.*

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: Training Approval & Billing Information for Student: **Firstname Lastname**

To Whom It May Concern:

I support **Student Firstname Lastname**'s participation in the following program course(s) and agree to pay for associated tuition and admin/tech fees:

SAIT course code	ABCD-123
Course name	XXXXXXXXXX
Course start date	XXXXXXXXXX
Course end date	XXXXXXXXXX
Course Tuition	\$XXX.XX
Course Admin/Tech fee	\$10.00 per course
Course (optional) Extension fee	\$179.00 for one-time extension (if applicable to specific course)
Total Cost of Tuition & Tech Fees	Up to maximum of \$XXX.XX

My commitment to sponsor this student and above-listed courses and fees is valid up to: **Month, Day, 202X**.

Please submit an invoice for the above amount to attention:

- **Company/organization representative name**
- **Email address where SAIT will send invoice**

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

Regards,

*Sponsor Signature*

**Sponsor name & address & phone number**

**Sponsor email address**

Cc: **SAIT Continuing Education student email address**

# Company Letterhead

Address | Phone Number | Email Address

*Note to Sponsor: Please ensure your sponsor letter is printed on company letterhead and is signed & dated. Also provide the billing information (contact name, phone number and email address) for where SAIT will email the training invoice for the sponsored student. This is a sample template for the approval of one course—if you are approving multiple courses in a SAIT Continuing Education program, feel free to expand your letter as required.*