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

Date

Accounts Receivable

1637 E. Lawson Street

Durham, NC 27703

Dear Durham Technical Community College:

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

Student name

Course title and dates

Amount to be invoiced

Student is employed by this company and the nature of the employment

Please invoice and send to:

Name of Company

Attention

Address of Company

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In the event a sponsorship is withdrawn, it is the responsibility of the sponsoring agency to notify the college immediately in writing to the Registration Office at [Registration@durhamtech.edu](mailto:Registration@durhamtech.edu) before class starts, to prevent being sent an invoice for registration charges. Please see the college’s refund/transfer policy <https://www.durhamtech.edu/policies-and-procedures/course-cancellation-refunds> .

Authorized Individual Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_