

Sample Employer Sponsorship Letter for Durham Tech

ABC, Inc.

100 Main St. Durham, NC 27703

Phone: (919) 255-5555

Info@abcinc.com

Date

Durham Technical Community College
1637 Lawson St.
Durham, NC 27703
Attn: International Student Services

Re: **John Doe**

Durham Tech Student ID: **0122555**

Academic Term: **Summer 2021**

ABC, Inc. would like to sponsor John Doe's studies at Durham Technical Community College. *ABC Inc.* has been operating in North Carolina since 2015. John Doe is legally employed in our company and works as a sales associate. ABC, Inc. agrees to be billed directly at the company address above, and will pay the tuition and fees for the student directly to Durham Technical Community College for academic term listed above.

If you have any questions, please feel free to contact me.

Sincerely,

Mary Smith (ink signature required)

Mary Smith

Owner

ABC, Inc.

msmith@helpinghands.org (Email Address)