

COMPANY LETTER HEAD

Date

Gwinnett Technical College

Attn: Bursar's Office

5150 Sugarloaf Pkwy

Lawrenceville, GA 30043

To Whom it May Concern:

On behalf of "**COMPANY NAME**", I am submitting this letter of sponsorship for Mr./Mrs. Student, ID# 900-111-111. Under this sponsorship, "**COMPANY NAME**" will be responsible for all Tuition and Fee charges (Not to include Room & Board) incurred by Mr./Mrs. Student for the Spring 2016 semester not to exceed \$16,198.00.

Invoices should be submitted via mail or email to:

COMPANY NAME

COMPANY CONTACT

COMPANY ADDRESS

COMPANY PHONE NUMBER

COMPANY EMAIL ADDRESS

Upon invoice receipt, your institution can expect to receive payment within 30 days. Please feel free to contact me should you have any questions and/or concerns regarding this sponsorship letter or have questions regarding payment.

Sincerely,

COMPANY CONTACT

CONTACT TITLE