< Company letterhead>

Date

**Centre for Continuing and Professional Education**

Singapore University of Social Sciences

463 Clementi Road

Singapore 599494

Dear Sir/ Madam

**SMALL MEDIUM ENTERPRISE (SME)**

We meet the following criteria and qualify for the Enhanced Training Support for SMEs:

1. Organisation must be registered or incorporated in Singapore
2. At least 30% local shareholding by Singapore Citizens or Singapore Permanent Residents
3. Employment size of not more than 200 (at group level) or with annual sales turnover (at group level) of not more than $100 million
4. Trainees must be hired in accordance with the Employment Act and fully sponsored by their employers for the course
5. Trainees must be Singapore Citizens or Singapore Permanent Residents

Should you need any clarification, please contact <name> at <email address>.

Thank you.

Yours sincerely

<Signature>

<Name>

<Designation>