< Company letterhead>

Date

**Centre for Continuing and Professional Education**

Singapore University of Social Sciences

463 Clementi Road

Singapore 599494

Dear Sir/ Madam

We would like to sponsor the below students/employees. Their details as follows:

|  |  |  |
| --- | --- | --- |
| **Full Name** | **NRIC** | **Course Code/Title** |
|  |  |  |
|  |  |  |
|  |  |  |

Please note that we will be sponsoring 100% of the course fees.

If you need any clarification, please contact <your company’s contact person at Tel No.> or email: <your company’s contact person’s email>.

Thank you.

Yours sincerely

<Signature>

<Name>

<Designation>

**Billing Details**

1) Corporate Name:

2) Industry:

3) Company Type: Government / Private / Professional Bodies / Public Listed / Statutory Board

4) Company address:

5) Company registeration no:

6) SME: Yes/No

SME Criteria is as follows:

\*Registered and operating in Singapore;

\*Have minimum 30% local shareholding; AND

\*Company’s Group annual sales turnover, not more than S$100 million; OR

\*Company’s Group employment size not more than 200 workers

**Billing Info**

6) Company registration number (UEN):

7) Company Contact Officer Full Name:

8) Contact officer details:

* (Salutation)
* (Designation)
* (Email)
* (DID)
* (FAX)

9) Bill to Department (e.g. Finance, Human Resource):

10) Sub/BU No. (if any):

11) Sponsoring Full course fee: Yes / No

12) Sponsoring Application fee (if applicable): Yes/ No