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# Agency name and written on agency letterhead

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8/28/2024

Fire Technology Director, Ken Sebastiani

Cc'd: Fire Technology Administrative Assistant, Nikki Soto

Santa Rosa Junior College  
Public Safety Training Center  
5743 Skylane Boulevard  
Windsor, CA 95492  
707-836-2907

Dear Director Sebastiani:

I am writing on behalf of **NAME OF AGENCY** to formally announce our sponsorship of **NAME OF STUDENT** to attend the **SEMESTER** Firefighter Academy at Santa Rosa Junior College. We are committed to covering the tuition (Approximately \$1800.00).

We request your assistance in facilitating **NAME OF STUDENT**'s enrollment into the Firefighter Academy. Please feel free to contact us at **YOUR AGENCY'S CONTACT INFORMATION** if you require any additional information.

Sincerely,

**Your Name**