

# Sample Letter of Authorization for Apprenticeship Training

your  
company  
letterhead

Today's date: \_\_\_\_\_

BCIT Apprentice Services  
Building SW1, First Floor  
3700 Willingdon Avenue  
Burnaby, BC, V5G 3H2

Contact: [apprentice@bcit.ca](mailto:apprentice@bcit.ca)

Phone: 604-456-8100 | Fax: 604-435-1197

**Our company/agency would like to offer this letter of authorization for sponsorship of tuition fees for the following student:**

Name	BCIT ID
Email	Date of Birth <small>DD-MMM-YYYY</small>

**We are requesting to be invoiced for the following:**

Program	Level
Tuition \$	Start Date
Comments:	

**Please email invoice to:**

Company/Agency	Contact Name
Address	Phone
Email*	Fax

*\*BCIT will send the invoice to this email address.*

*A hard-copy invoice can be mailed or faxed upon request.*

**Signing Authority:**

Name	Signature
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