ABC Company, Inc.

Date

Registration Department

Rutgers OCPE

102 Ryders Ln

New Brunswick, NJ 08901

Dear Registration Department,

Enclosed please find the complete registration form(s) for our employee(s) from ABC Company, Inc. Their participation in this class has been approved by their supervisor and their tuition/fees will be paid in full upon receipt of an invoice from your office.

Please do not hesitate to contact me if you require additional information.

Sincerely,

Jane Doe

Finance Department Job Title