

(Company Stationery)

(Date)

Dr. Chris Gordon
Associate Dean, School of Engineering
Professor, Department of Construction
Ms. Kristine Jarden
Director of Executive Education
School of Business
Southern Illinois University Edwardsville
Construction Leadership Institute
Campus Box 1051
Edwardsville, IL 62026

Dear Dr. Gordon and Ms. Jarden:

(Name of Candidate) is employed with (Name of Organization) as (Title). (First Name) has been in our employ for (number of years). I (We) am/are pleased to sponsor (Name of Candidate) for the Construction Leadership Institute. (Name of Candidate) is a valued employee, and we are pleased that he/she has an opportunity to participate in the Construction Leadership Institute.

Sincerely,