

Format for Company's Letter of Support (SAMPLE ONLY)

[Letterhead of Company]

[Date]

Sustainable Energy Association of Singapore (SEAS)
9 Penang Road
#08-02 Park Mall
Singapore 238459

Dear Sir,

Singapore Certified Energy Manager (SCEM) Training Grant Application

This is to certify that [employee's name] of NRIC No. [] is currently employed by [company's name] as [employee's designation] since [date] drawing a gross salary of [salary].

The Company supports him/her in the enrollment of the full SCEM Training Programme at the professional level and application for the SCEM Training Grant.

For SCEM Training Grant Refund, kindly make payable as per details below:

Account Name:
Preferred Mailing Address:
Contact Person:
Designation:

Should you have any queries on the above, please do not hesitate to contact

[] at telephone no. []/email [].

Yours faithfully

[Name & Designation]

for and on behalf of
[company's name]