

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

[Letterhead of Company]

[Date]

Sustainable Energy Association of Singapore (SEAS)  
No. 1 Cleantech Loop  
#02-16 Cleantech One  
Singapore 637141

Dear Sir,

## **Singapore Certified Energy Manager (SCEM) E2I 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].

[Employee's name] is involved in [Provide description of job scope]. *[And explain the energy management role of the candidate in the organization]*

The Company supports him/her in the enrollment of the full SCEM Training Programme at the professional level and application for the E2I SCEM Training Grant.

We have read and understand that candidate needs to complete the programme (attend and pass all modules) and attain full certificate within 3 years from the date of first module. E2I will recall the funding directly from sponsoring company if candidate failed to do so.

For SCEM E2I 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

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[Name & Designation]

for and on behalf of

[company's name]