[Insert Grantee Logo] [Address]

[Date]

NAME

Title

Company

Address

Address

Dear [NAME]:

We are pleased to approve your [DATE] application for funding from the [Grantee Name]’s Registered Apprenticeship Grant administered through [Program Name]. Funding is based on your plan to sponsor [APPRENTICE] in an [OCCUPATION] Registered Apprenticeship program with the technical instruction provided by [RTI PROVIDER]. [Grantee Name] will reimburse 50% of the eligible training costs for the enclosed approved training curriculum to a maximum of $2650.00.

Within 30 days following your payment(s) for apprenticeship training, please submit to [Grantee Name]:

1. A copy of invoice(s) for apprenticeship instruction;
2. receipt for payment of the instruction; and
3. [Program Name] Reimbursement Request (template enclosed) for 50% of the eligible training cost. Please check your address for correct mailing address for the check(s). Note on the reimbursement request if the check should be mailed to someone’s attention.

Funding for this training project is subject to the terms and conditions for federal grants highlighted in the Employer Agreement, terms contained in [Program Name] and state apprenticeship documents, and is subject to available funding at the time of reimbursement.

[NAME], we are delighted to work with you and [APPRENTICE] in this apprenticeship program and look forward to celebrating his completion of this national credential.

Regards,

[Signature Line]