



December 12, 2003

**Community College Workforce Alliance
P O Box 73570
Richmond, VA 23235-8042**

To Whom It May Concern:

This letter is to authorize the Community College Workforce Alliance (North Run) to bill Northside Virginia Training Center for the following enrollment(s):

Student's Name:	John Doe
Social Security No:	111-00-1100
Name of Class:	Core Process Exam BUSC 2130-01A
Billing Address:	Northside Va. Training Center P O Box 1234 Petersburg, VA 23803
Contact Person:	Bill Doe
Phone No.:	804-111-1100
FIN:	54-789789

Attached is a registration form for each student listed above. Please contact me at 804-111-1101 if there are any questions.

Very truly yours,

**XXX X. CCCCC
Department of XYZ**