

# Company Letterhead Required

## LETTER OF INTENT

Date \_\_\_\_\_

Dear Frederick Community College,

On behalf of our Business/Organization \_\_\_\_\_,  
I verify that I am an authorized representative and that the student named below is currently an employee in good standing with our company and is employed in Frederick County, Maryland.

**Employee/Student Name:** \_\_\_\_\_

**Semester** \_\_\_\_\_

**List of approved Courses and Fees:**

<b>Course Name</b>	<b>Course Number</b>
_____	_____
_____	_____
_____	_____
_____	_____

**Employee to Pay FCC**

**Employer to Pay FCC**

Sincerely,