

Sample Sponsorship Letter

Must be on Department Letterhead and Contain the Following Paragraphs!

Date

Dive Rescue International
Attn: Education Department
201 North Link Lane
Fort Collins, CO 80524-2712

Dive Rescue International,

This will confirm that **(name)**, an employee of **(department)** is instructing **(type of program)** to our employees in his/her capacity as a certified **(type of trainer)**.

(Name) is covered for instructor liability exposure while acting in his/her capacity as an employee of **(department)**. The trainer is defended by the agency self-insurance or insured liability coverage.

(Department) understands that it is our responsibility to notify Dive Rescue International of changes in this coverage or this employee's status as an employee or instructor.

If you should have any questions on this matter, do not hesitate to contact the undersigned.

Sincerely,
(Department Name)

Supervisor's Signature

(Supervisor's Name)
(Supervisor's Position)