[insert company letterhead] [phone]

[email]

[address]

To Whom It May Concern:

As a representative from [company name], I, [first and last name], endorse the program, [program name], at [college name]. I confirm that there is an unmet labor market demand in [San Diego County or Imperial County], for the occupations that this program trains for. The occupations that this program provides training for include:

* [occupation name 1]
* [occupation name 2]
* [occupation name 3]

Individuals working in these occupations can expect to earn between $[##.##] and $[##.##] in entry-level positions.

In the past [insert time frame (e.g., 3 years, 12 months)], I have hired [#] students from [program name] at [college name], and expect to hire more [insert occupation names] in the upcoming [insert time frame (e.g., months, years)].

This affirms that there are jobs available for program completers within the local service area of the college after taking into account the number of completers in similar programs at other institutions—as required by Education Code section 78015 and the California Community Colleges Chancellor’s Office Program and Course Approval Handbook (PCAH).

Sincerely,

[signature]