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# Sample Agency Sponsorship Letter

Must be on Department Letterhead, Signed and Contain the Following Paragraphs:

Date:

Dive Rescue International  
Attn.: Training Department  
201 North Link Lane, Suite A  
Fort Collins, CO 80524-2712

Dive Rescue International,

This will confirm that **(Trainer Name/s)**, an employee of **(Department)** is instructing **(type of program such as Ice Rescue, Swiftwater Rescue, Public Safety Diver, Full Face Mask etc)** to our employees in his/her capacity as a certified **(type of trainer such as IRT, SWRT, PSSI, FFMT etc)**.

**(Trainer Name/s)** is covered for trainer 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 trainer.

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

Sincerely,

Supervisor's Signature

**(Supervisor's Name)**  
**(Supervisor's Position)**  
**(Department Name)**

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