Course Assignment Authorization Letter

[enter date]

Jon Bonezzi,

Director Technical and Educational Resources

Cleveland Clinic

Education Institute

Cleveland, Ohio

Re: [MyLearning Course title]

Dear Jon Bonezzi and cTEKI Team:

Please consider this authorization for the assignment of the [enter MyLearning Course title]. This course will be required to be completed by [enter audience title/name]. This course provides the basic information needed to [enter reason] when it presents at our institute.

Respectfully,

Signature

Name

Contact info