

Sample letter of Support

*Today's Date*

*COMPANY NAME*

*CONTACT NAME*

*ADDRESS*

To Whom It May Concern:

\_\_\_\_\_ is a Flexographic printing company located  
in \_\_\_\_\_.

We are striving to maintain competitiveness in the Flexographic industry. Part of remaining competitive is having the opportunity to hire skilled workers and to formally train our existing employees. Formal training leads the way to career advancement for our employees. Well-trained employees assist our company in staying competitive and permits growth for us in the Chicago marketplace.

We would like to have this letter regarded as our commitment and support for DiTrollo Flexographic Institute. DFI is the only avenue for formal flexo education in Illinois. By having our employees trained in an offsite arena, we are able to save thousands of dollars in wasted production time, equipment, and raw materials. We agree to interview for entry-level openings, graduates who are trained as part of this grant and meet our qualifications. If offered employment, these individuals can receive wages between \$10-\$15 per hour plus benefits. Of even more importance in the long run, these individuals are potential candidates for increased responsibility, thereby opening up entry-level spots for other appropriately trained Greater Metropolitan Chicago residents. We currently employ their graduates and have utilized their customized training services and/ or professional development courses for employee training which has assisted our employees in improving their skill level and increased our company's efficiency.

With the Greater Metropolitan Chicago area being a major market for Flexographic printing, we ask that you consider DFI's proposal for funding. We would like you to recognize the need for qualified, skilled press operators in our industry. Please help us to recruit and train the workers we need to allow us to grow and thrive in the Greater Metropolitan Chicago area. We forecast our need to be between ?? people this year and ?? people next year.

Thank you for your consideration.

Sincerely,

*(Name)*

*(Title)*