

# Sample Letter of Organizational Endorsement

Date

Lori S. Feldman, Ph.D.  
Director, MBA for Executives Program  
School of Management, Purdue University Calumet  
2200 169th Street  
Hammond, IN 46323

Re: Enbridge (U.S.) Inc. Company Endorsement for \*\*\*

Dear Dr. Feldman:

The purpose of this letter is to introduce and provide company endorsement for \*\*\* a District Engineer in the Chicago District of the Lakehead Pipe Line system. The employees of Enbridge (U.S.) Inc. along with Enbridge Inc. (in Canada) operate the worlds longest and most sophisticated crude oil and natural gas liquids pipeline. The Chicago District is responsible for the safe and efficient operation of four different large diameter pipelines and two terminal storage facilities. The geographical area of the Chicago District stretches from northern Wisconsin, through Illinois and Indiana, into southwest Michigan.

\*\*\*'s primary responsibilities as part of the Chicago District management group include business development, optimization of operational efficiencies, and the development and implementation of operating and capital projects from the budget proposal stage through design, contract administration, construction management, and cost control. \*\*\*'s current assignment as a District Engineer is part of Enbridge's career development. Incumbents are exposed to the many aspects of the pipeline industry as they are rotated through select position within the company. The experienced gained and the knowledge learned prepares these individuals for management positions within the company's many divisions. \*\*\* has over 5 years of practical engineering experience, with two years under my direct supervision in the Chicago District.

Enbridge (U.S.) Inc. fully endorses and encourages individuals to pursue educational opportunities such as these. As \*\*\*'s immediate supervisor, I understand the intense nature of the program, the length of the program, and the classroom requirements. The company is prepared to accommodate and assist \*\*\* with these factors so that he is successful in completing the program. In addition, it is company policy that employees continuing education at an accredited university qualify for a partial reimbursement for books and tuition.

It is my hope that Purdue Calumet will give serious consideration to \*\*\*'s application to the MBA for Executives Program. Please feel free to contact me at (###) ###-#### ext. ### if any additional information is required.

Best regards,

Chicago District Manager

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Dear Dr. Feldman:

\*\*\* has asked me to send this letter of endorsement with my letter of recommendation. I am aware of what it takes to work full time and attend school in the off hours. \*\*\* and I have discussed this and I am 100% behind him. I will do all that I can to ensure that he will always be available to attend class and his job will not stand in the way. At General Electric, we understand the intense nature of graduate school. We compete in a global marketplace that is intense and constantly changing. The benefits that \*\*\* gains from the MBA program will make him a more valuable team member and will keep my department on the cutting edge.

General Electric has a tuition reimbursement program, with no yearly limit, as long as a grade of "B" or better is achieved. \*\*\* has discussed this program with the appropriate individuals in Human Resources.

Sincerely,

\*\*\*

Director; Fleet Maintenance