



August 2, 2021

To Whom It May Concern:

This letter is to advise you that CTECS, located at 1866 Southern Lane, Decatur, Georgia 30033 is the sole authorized educational provider for the CTECS Workplace Readiness Skills Curriculum.

Purchase Orders should be sent directly to Dana Wilson at CTECS and may be faxed to (404) 492-5396 or emailed to [dwilson@ctecs.org](mailto:dwilson@ctecs.org).

If you have any questions or require more information, please contact our office.

Thank you for your interest in this assessment.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Withee", is written over a horizontal line.

Tim Withee  
Executive Director, CTECS

