Hello (insert VR&E Counselors Name),

My name is **(INSERT YOUR FIRS AND LAST NAME)**, **(LAST FOUR OF SSN),** and I am attending California State University, San Bernardino Facility code 11913105. I have been accepted and registered for courses. I will be pursing **(Insert Program that you have been accepted to: For Example: BS Information Systems and Technology Cyber Security Option)**. I will be starting classes on (**INSERT DATE**). The institution is requesting two (2) Purchase Orders (PO) Authorizations from Tungsten Network. You will need the following information:

**CSUSB School Certifying Official:**

Jaime Espinoza, Jespinoza@csusb.edu, Phone 909-537-7196

**Tungsten Network Information:**

***Tuition and Parking Pass***

CSUSB Facility code: 11913105, Tungsten ID: 330644150, Email: Jespinoza@csusb.edu

***Books and Supplies***

Follett (Coyote Bookstore): Facility 11913105, Tungsten ID: 362593135, Email: 1100asm@follett.com

If you need to contact me, please email me at (INSERT EMAIL) or call me at (INSERT PHONE NUMBER). Looking forward to hearing from you.

Sincerely,

Veterans Name

Email

Phone