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](mailto: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](mailto:Jespinoza@csusb.edu)

***Books and Supplies***

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