[Official College Letterhead Required]

California Department of Real Estate  
1651 Exposition Blvd.

Sacramento, CA 95815

[noreplyeducation@dre.ca.gov](mailto:noreplyeducation@dre.ca.gov)

[Date]

To whom it may concern:

The real estate faculty and administrators at [College Name] are requesting a sponsor ID to be assigned to the following accredited real estate courses, and for DRE to include these courses in the statutory / pre-license course search online:

* [Course number and title]
* [Course number and title]
* [Course number and title]
* [Course number and title]
* [Course number and title]
* [Course number and title]

Students who successfully complete these credit classes at [college name] will submit the required official transcript for the real estate salesperson and broker exam applications.

Please use the following contact information assigned to the sponsor ID:

[College Name]

[College Mailing Address]

[College Phone]

[College Website]

Sincerely,

[Requestor Name]

[Requestor Title]