



Transport Education Training Authority

*Driven by Vision*

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Randburg  
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Randburg  
2125

Coms@teta.org.za  
Fraud-line: 0800 2212 376

To: Transport Education and Training Authority

XX February 2024

Dear Sir/Madam

**SUBJECT: SKILLS DEVELOPMENT FACILITATOR APPOINTMENT**

SDL Number: LXXXXXXXXX

This letter serves to confirm that **NAME AND SURNAME, ID number** has been appointed as an SDF (Primary/Admin/Secondary) for **COMPANY NAME** for the submission of the WSP/ATR for 2024/2025 financial year.

Should you have any enquiries pertaining to the aforementioned, you can contact the **company representative** on the details below:

- Name:.....
- Designation:.....
- Tel: .....
- Cell: .....
- Email: .....

Yours Sincerely

\_\_\_\_\_  
CEO/COO/MD/CFO/HR Manager Signature:

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