Notice to TechnoLearn re Agreement between Organisations

When a Developing Organisation and a Delivering Organisation reach an agreement for delivery of on-line products through TechnoLearn, TechnoLearn requires the Developing Organisation to notify TechnoLearn of the agreement. TechnoLearn will then carry out the necessary functions to enable the provision of services through the TechnoLearn platform for the Delivery Organisation.

Sample Memo

To: Director TechnoLearn
CC: [Click here and type name]
From: {Developing Organisation}
Date: 21/06/01
Re: Letter of Release

This is to advise TechnoLearn that an MOU has been established between {Delivering Organisation} and {Developing Organisation} for the following:

- Course/Competency/Module/Unit

It is understood TechnoLearn will carry out the necessary processes and functions to enable the provision of services through the TechnoLearn platform for {Delivery Organisation}.

Signed