

**SAMPLE LETTER (Must be on Departmental Letterhead)**

(date)

To Whom it May Concern:

(student name) is majoring in (field of study). (S)he is expected to complete all degree requirements for (his/her degree level) on (date of completion of studies; or has completed all course work.) In order to gain greater experience in his/her field of study, I recommend practical training in a position commensurate with his/her major and degree.

Sincerely,

(Signature of Dean, academic advisor or professor)