

Friday, May 23, 2008

To Whom It May Concern:

I am writing on behalf of my advisee, (Mr. or Ms. X), who is currently pursuing a (Bachelor's or Master's) degree in (major).

The student will take (enter the course name and number associated with the Curricular Practical Training experience) and will receive ## credit(s) for the (spring/summer/fall) semester. This course provides the academic basis for the work experience.

This (job or internship) will enable the student to complete the requirements for the course listed, as well as gain practical application of the principles learned therein.

Sincerely,

(Name of Academic or Faculty Advisor)

(Name of Department/School)