SAMPLE LETTER

Institution Logo Here

Date:

American Psychological Association (APA)
Education Directorate
750 First Street, NE
Washington, DC 20002-4242

Attn: Hiring Manager

John Doe is a junior psychology major at Madison University in Washington, DC, and is in good standing with our institution. John has requested an internship with the APA. He is required to complete 340 hours or more of work for three (3) credit hours towards his B.S. degree in Counseling Psychology. I believe he has the necessary skills to be successful at your organization.

John can work from October 2017 through January 2018 in his academic credit internship. We do not require an evaluation for this assignment. Additional information can be obtained about these credit hours by contacting Dr. James at 999-888-2222.

Thank you for your assistance.

Sincerely,

Jimmy Dean, PhD, Chair/Professor of Psychology
Psychology Department
Mayfield University
Washington, DC 25653