

Template for Faculty Letter  
Updated: May 11, 2017

<Date>

Ashley Henggeler, DSO  
International Affairs Coordinator  
800 University Drive, OL 108  
Maryville, MO 64468

Dear Mrs. Henggeler,

This letter is to certify that <student name> is enrolled in the <class name>, <class number> offered by the <department> at Northwest Missouri State University. This class is designed to provide professional job experience in <major>. To successfully complete this class, the student is required to present to me all necessary requirements to fulfill the credit requirements of this class. I have reviewed the job offer by <company name> in <location of company> and agree the job fits the class and departmental requirements as specified in the Northwest catalogue.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

<Name>  
<Position>, <Department>  
Northwest Missouri State University  
800 University Drive  
Maryville, MO 64468  
(660) 562-xxxx