## ABC Company

123 Main Street – Suite 456 Portland, Oregon 97219 Tel: 503-768-7000

Fax: 503-768-7001

Today's Date

International Students and Scholars – MSC 192 Lewis & Clark College 0615 SW Palatine Hill Road Portland, Or 97219-7899

Dear Sir/Madame,

I am pleased to inform you that ABC Company has made an offer of employment/internship to Mr. Klas Lindstrom, a student of Lewis & Clark College. Mr. Lindstrom will begin his work as an intern in our environmental programs office, located at 123 Main Street, Suite 456, in Portland, Oregon, on (date) and end on (date). He will be comparing water samples processed by our premium filters with those that that remain unfiltered. Mr. Lindstrom will earn \$XXX for his work during the semester. He will work in our offices for approximately 7 hours each week.

Mr. Lindstrom will work under the supervision of Dr. Susan Smith, Head of Environmental Services. Dr. Smith may be contacted for an evaluation of Mr. Lindstrom's work at 503-222-2222 or by email at <a href="mailto:ssmith@ABCcompany.com">ssmith@ABCcompany.com</a>.

I look forward to working with Mr. Lindstrom.

Sincerely,

John Doe, Department Head Environmental Division ABC Company