

February 1, 2008

Selection Committee
Louis D. Brandeis Social Justice Internship Stipends
Brandeis University
Waltham, MA

Dear Selection Committee:

Ms. Jane Student-Doe, a junior at Brandeis, has contacted me about the possibility of a summer internship as an educational assistant on one of our agency's projects. Although I have not yet met Ms. Student-Doe, we have exchanged emails and I have reviewed her resume. Should she be awarded the internship stipend, I am very interested in having her work for me on one of my grant projects for the summer 2008. The projects would most likely be a study of alternative child support guidelines for New Mexico or a study of occupational labor shortages in the childcare industry. The internship would be full time and would be unpaid.

Should you have any questions, please feel free to contact me. Thank you for your assistance.

Sincerely,

Potential Internship Supervisor
Agency Name
Agency Address

SAMPLE