

Note: Must be on Company's Letterhead and a copy of the official letter must be given to Elise Mallette, Coordinator of International Student Services, for international student file.

If you have any questions, please contact Elise Mallette, emallette@deltastate.edu.

Sample

(Date)

Social Security Administration
Cleveland, MS 38732

Dear Colleague:

(Student Name) is currently enrolled as an international student with Delta State University as an (undergraduate/graduate) student in (major) program. (He/she) employed through (organization) and will be working as (position title) from (start date) through (end date) for (#) hours per week at (rate) per hour. Duties will include (list all duties).

Please contact me at (662)???-???? if you have any questions.

Sincerely,

(Signature)

(Name),
(Title)