

# DELTA STATE UNIVERSITY

(Official letterhead)

# SAMPLE

(Current Date)

Ms. Elise Mallette  
International Student Services  
Student Success Center  
P.O. box 3232  
Cleveland, MS 38733

Dear Ms. Mallette:

(First and last Name) is an international student attending Delta State University during the 2014-2015 academic year. He/She will be working as a (Position Title) in the DSU (Department Name). He/She will begin working on (Date), working (# of hours) hours per week at (hourly pay rate). His/Her duties include (list of duties).

Please contact me at (662)(Phone Number) if you have any questions.

Sincerely,

(Signature)

(Name),

(Title)

(Email Address)