Friday, September 06, 2013

United States Social Security Administration

844 N. Miller Avenue

Marion, IN 46952

Dear Sir or Madam:

This letter is to verify that <insert student name> is a student enrolled full-time at Manchester University and will be participating in the on-campus Student Work Study program.

<First Name> will be working in the <Department> as a <position>. Her start date is <insert start date> and will work no more than twenty (20) hours per week. I will serve as her direct supervisor and I can be reached at <supervisor phone number> or by e-mail at <supervisor e-mail address>.

Please feel free to contact me with any questions or concerns.

Sincerely,

<supervisor full name>

<supervisor position>

Manchester University (EIN#: 350868127)

<supervisor phone number>

<supervisor e-mail>