



VICE PRESIDENT FOR ACADEMICS

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Use your own department's letterhead, if available.

[date]

Social Security Administration
1330 Monroe Avenue
Memphis, TN 38104

To Whom It May Concern:

This letter is to verify that [student name] has been offered a position as [position title] at Christian Brothers University. The student will begin work upon receipt of a Social Security number and will work [number of hours] hours per week. The student's supervisor will be [name and title of supervisor].

Please do not hesitate to contact me at [email] or [phone] if I can be of further assistance.

Sincerely,

[Signature]

SAMPLE