RE: Letter of Introduction

Dear Professional:

The bearer of this letter is enrolled in an [fill in the blank] class offered at Utah Valley University. The course requires students to complete a service learning project (20 hours minimum) with an organization that [fill in the blank]. The service learning component can consist of a wide range of projects which our students can assist your organization with if you are able to accept them as a student volunteer. The agreed upon project should be beneficial to you and your organization as well as a great experiential learning experience for the student.

The courtesy we would request of you is to conduct a short meeting with the student to brainstorm some ideas for service projects that could benefit your organization. The student will then develop a proposal that will be submitted to you for your approval. They will then begin working on their service learning project hours and once it has been completed, they will need a completion letter from you. We hope that your organization is able to find a need for our student that benefits your organization and appreciate your consideration in this matter. Your ability to incorporate our student into the needs of your organization is extremely valuable to the education and overall student success. For this we thank you in advance.

We know you are busy and your time is valuable. We hope you will recall the time and effort you invested in your own professional education and will “pay forward” any prior courtesies extended to you. Please contact me with any questions you may have and/or to verify the student status of the bearer. My information is listed below.

Sincerely,

Professor Name

Professor Title

Professor’s School

Utah Valley University

Professor phone number

Professor email address