**Month XX, 20XX**

**Name**

Internship Coordinator/Title

**Address**

**City, State ZIP**

To **Name/Title**,

This letter is to confirm that **STUDENT FULL NAME** is a student in good standing in the Forensic and Investigative Sciences (FIVS) degree program at Texas A&M University. Students in the FIVS program are required to complete at least 2 credits of *FIVS 484 Internship* (and/or *FIVS 491 Research*) as a graduation requirement. I can confirm that **STUDENT FIRST NAME** is eligible and will be registered for internship credits during their time with you if accepted into your internship program.

Thank you for making this opportunity available to our students. These high impact experiences are a crucial component of their academic program and provide important preparation for post-graduate career options.

Please be sure to contact me if you have any questions or concerns.

Sincerely,

Shelby Kmidowski Moran, M.S.

Assistant Professor of Practice

Research and Internship Coordinator

ccoates@tamu.edu

979-321-5871