

Student Name  
Street Address  
City, State ZIP  
Telephone  
Email

January 29, 2009

Ms. Jane Doe  
Name of Organization  
Street Address  
City, State ZIP Code

Re: Summer Intern Position

Dear Ms. Doe:

Your first paragraph #####  
#####  
#####  
#####

Next paragraph #####  
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Next paragraph #####  
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Very truly yours,

(sign here)

Type Student Name