



Sripatum University

Request form

To inform the name of the establishment

And

To ask for the issuance of the request letter

Dear Director of the Center for Cooperative Education and Career Development

I (Mr./Miss.) Student ID.....

Department.....Faculty.....

Telephone number.....Email.....

wish to submit a name of the establishments for my cooperative education as follows:

Establishment name.....

Attention to (please submit the accurate name-surname and the position.)

Name- Surname.....

Position Email.....

With the information that I have given above, please kindly issue an official courtesy letter to the company to request an assistance in accepting students to work in cooperative education program.

Yours Sincerely,

Student

Academic

Advisor.....

(.....)

(.....)

...../...../.....

...../...../.....

The request letter has been received.

Student /...../.....

Note: The selection of an establishment must be approved and agreed upon by the Academic advisor only.