To whom it may concern,

................................................................. ................................................................. is a ................................................................. year student in our Department; to partially complete the requirements of Bachelor of Science degree in Civil Engineering Department, the student is to conduct 20 work days for CE300 compulsory summer practice at site and 30 work days for CE400 compulsory summer practice at site or office during sophomore and junior years.

Your efforts assisting our student would be appreciated.

Sincerely yours,

[Signature]

Prof. Dr. Erdem Canbay