

# DYNAMIC ENGINEERING FIRM

## America Building

November 12, 2007

Mr. Van Patel  
111 States Avenue  
Beaumont, TX 77705

Dear Mr. Patel:

This is to confirm that Dynamic Engineering Firm is offering you (*full-time / part-time*) internship of (*20 hours or more per week / 20 hours or less per week*) as an (*Industrial Engineer Trainee*) from (*date*) to (*date*). This internship will serve as “curricular practical training” (CPT) directly related to your field of study (*Industrial Engineering*), at Lamar University.

The goals and objectives of your internship with us will be practical experience in *statistical method, regression analysis, safety, and design of experiments*.

The location of your internship will be (*111 States Avenue in Beaumont, Texas*).

Your internship supervisor will be (*Mr. Brian Smith Senior Engineer Specialist*). His address and telephone numbers appears on our letterhead / are (*include complete contact information*).

On behalf of the entire company, I welcome you to *Dynamic Engineering Firm*.

Sincerely,

Michael Jones  
HR Administrator

Suite 600  
2007 Kennedy Blvd.  
Houston, TX 77070  
281 / 555-2121