

(Organization Letterhead Must be Identified on Document)

Date

Citrus College ADN Program  
Health Sciences Department  
1000 West Foothill Blvd.  
Glendora, CA 91741

TO WHOM IT MAY CONCERN:

(Name of Applicant) has completed (total number of hours) of service at (name of organization) under the title of (Job Title) between (start date) and (end date), performing the following duties:

List duties and explain interaction with patients seeking medical care

Sincerely,

(Wet signature-electronic signature not accepted)

Name  
Title  
Department  
Contact Information