

Sample Letter of Introduction:

Date

Name and address of sponsoring agency/preceptor

Dear *(name of sponsoring agency or preceptor)*:

I have enrolled in a new comprehensive forensic program offered by the University of California, Riverside, entitled Sexual Assault Examination Training: Adult/Adolescent. This program is designed to provide students with the didactic and clinical skills prerequisite to the legal admissibility of forensic findings in our criminal courts.

All participants must apply for admission to the program and successfully complete four units of coursework including readings, video, discussions, assignments, a final project, and several exams. The final requirement is to complete a supervised 45-hour internship, consisting of both clinical and non-clinical activities. It is in connection with this internship that I respectfully enlist your assistance to provide me the opportunity to gain the technical experience, observations, and to confirm my completion of those requirements required for this internship.

I hope you will assist me as one of my internship sponsoring agencies/preceptors, providing me with the benefit of your knowledge and skills. If you agree to favor me with your sponsorship, I will provide the internship confirmation forms required by the UC Riverside Extension.

Additional program information may be found at the UC Riverside website: www.extension.ucr.edu/sae. Please contact UC Riverside Extension if you have any questions regarding this request or the program at sciences@ucx.ucr.edu.

I look forward to your reply. Please contact me at *(include phone number where you can be reached and/or email)*. I am very grateful for your assistance.

Yours Very Truly,

Your signature (include credentials, i.e. RN, PHN, etc.)

Your printed name