

-----Original Message-----

Date: Thu, 17 Jun 2004 08:44:53 -0400

From: "John Doe" <[jdoe@sample.edu](mailto:jdoe@sample.edu)>

To: "Lauren Brown" <[brownla@dickinson.edu](mailto:brownla@dickinson.edu)>

Subject: Participation approval for Jose Q. Visitor

Dear Ms. Brown,

The Sample University Center for International Programs endorses the participation of our fall semester writer in residence, Dr. Jose Q. Visitor, in the Sirena International Poetry Festival at Dickinson College in Carlisle, Pennsylvania, October 3-6, 2004.

Please contact me if additional information or clarification is needed. Thank you.

Sincerely,

John Doe  
Manager Student Immigration Services  
Center for International Programs  
Sample University  
Anytown, Ohio 43403-0029  
Tel: (123) 372-2248  
Fax: (123) 372-2429