

UNIVERSITY OF SOUTH ALABAMA

COLLEGE OF NURSING
USA SPRINGHILL



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**LETTER OF NOTIFICATION
AND APPRECIATION**

The purpose of this letter is to notify and thank _____ for providing
(Agency)
learning opportunities for _____ who is enrolled in _____
(student) (Course No. and Name)
at the University of South Alabama. The learning experience will begin on _____ and
(beginning date)
end _____.
(ending date)

Student

(Please type name here.)

Date: _____
Telephone: _____
Address: _____

Email: _____

Faculty Facilitator

(Please type name here.)

Date: _____
Telephone: _____
Address: _____

Email: _____

Preceptor

(Please type name here.)

Date: _____
Telephone: _____
Address: _____

Email: _____

Appropriate Administrative Official

(Please type name here.)

Date: _____
Telephone: _____
Address: _____

Email: _____