

Orange SENIOR CENTER

Dedicated to promoting healthy and active life styles for adults 50 and better through quality programs and services.

March 2, 2018

To whom this may concern,

My name is [First Name Last Name]. In my capacity as Director of Operations at the Orange Senior Center, I am the direct supervisor of the college student intern program for CICE and Human Services. I am writing to you in regards to verification of [REDACTED] who will be completing a total number of 150 hours before the end of this Spring 2018 semester. [REDACTED] is currently at 100 hours, and I will hereby make certain she is on track to complete her remaining hours. Should you have any questions or concerns, you can contact me at (714) 538-xxxx Monday through Friday, or anytime at [first name last name]@orangeseniorcenter.org.

Sincerely,

[signature required]

[First Name, Last Name], Director of Operations
Orange Senior Center, 170 S. Olive St., Orange, CA 92866