PRINT ON LETTERHEAD

Date

LETTER OF TRANSMITTAL

This is a letter of transmittal for the appointment of TITLE at the College of Journalism and Communications. This person will be responsible for DESCRIPTION (1-2 sentences).

Name:

UFID:

Program:

Course:

Appointment Period:

We feel this person will be a valuable asset to the College and the program.

Sincerely,

Name (Print name here and sign above)  
Title (Must be Director or Chair)