



January 9, 2009

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To whom it concerns:

John Doe, an international student at our school, has been offered employment in **the school library on campus**. **He/she** is in need of a Social Security number.

He/she has been assigned to **work at the information desk as his main assignment**.

His/her employment will begin **August 1, 2009**. **He/She** will be able to work up to 20 hours/week although the usual hours will be **about 10 hours per week**.

His/her supervisor will be **Ms. Librarian** and the phone number of which she can be reached is **972-708-7416**.

Thank you for working with **him** so that **he** can be employed with us.

Sincerely,

Ms. Lacy Fern
Dallas Int'l Head Librarian
972-708-7416

Dallas International University TIN for SSA purposes:
75-2760831