

Date

This letter is to request reciprocity of services for Student Name, a \_\_\_\_\_ major who received his/her \_\_\_\_\_ degree from Campus Name in Month, Year. Student Name is seeking employment in your area and would like assistance with his/her job search.

I would appreciate you allowing him/her to utilize the services of your office. Please send a letter to Student Name at Street/email Address and let him/her know if s/he will be able to use your services and if fees will be charged.

We, of course, will be happy to provide reciprocal services to your recent graduates who are relocating to the San Diego area.

Thank you for your cooperation.

Sincerely,

FirstName LastName

Title of Authorized Administrator