5201 Ambassador Drive

Virginia Beach, VA 23462

February 28, 2012

Shawn Reid

717 General Booth Boulevard

Virginia Beach, VA 23451

Dear Mrs. Reid:

I am writing to ask you if I could internship at the Virginia Aquarium and Marine Science Center. I would like to intern through the education department as an assistant. This internship is a part of my high school senior project at Tallwood High School and relates to my senior paper. I would like to focus on conservation and the preservation of species because that would relate the most to the focus of my senior project.

I would like to set up a meeting, preferably over the weekend, but after two o’clock on weekdays would also work. If you would e-mail some dates to me for which days you prefer that would be appreciated.

Sincerely,

Austin Sutton