TO: Mrs. Gurley

FROM: Prince Oliver

SUBJECT: My Senior Project

Hello Ms. Gurley. I’m writing you this message to inform you about my senior project. For this project, I am going to complete two 40 hour internships. Presently, I am half way finished with the first one at City Hall’s Environment and Sustainability Office with Mr. Clay Bernick. I am trying to get in contact with Kerr Environmental Services for my second internship.

Thank you for your time,

Prince Oliver