



SAMPLE COVER LETTER FOR FEES

508 E. John Street #212
Champaign, IL 61820

February 10, 2020

Sharon Foley, MS, RD, LD
Edward Hines, Jr. Hospital
Department of Veteran Affairs
5000 South 5th Avenue
Hines, IL 60141

Dear Director Foley:

Thank you for your consideration of my application the the Hines VA Dietetic Internship. Enclosed you will find my application fee of (amount). If you have any questions about my application, please contact me at (email) or (phone number). Best of luck as you review all of your applicants!

Sincerely,

(sign name in pen)

Jennifer Westerkamp