



The University of Oklahoma  
Office of International Student Services

## ACADEMIC TRAINING Offer Letter Template

This letter is a required part of the Academic Training application. Print the offer letter on company letterhead following these guidelines:

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NASA  
John F. Kennedy Space Center  
Merritt Island, Florida 97365

June 7, 2009  
Mr. Neil Armstrong  
10 Landing Street  
Wapakoneta, OH 97330

Dear Mr. Armstrong:

This is to confirm that NASA is offering you a *[full-time/part-time]* internship of *[hours per week]* as an *[Astronaut]* from *[start date]* to *[end date]*. This internship will serve as “academic training” directly related to your field of study, *[student’s major]*, at the University of Oklahoma.

The goals and objectives of your internship with us will be practical experience in *[guiding Apollo 11 on a lunar landing mission]*. It is my understanding that this internship is an integral part of your academic program.

The location of your internship will be *[Cape Canaveral, orbiting the moon, and lunar surface]*. Your internship supervisor will be *[Mr. William Gerstenmaier, Associate Administrator of Space Operations]*. His address and telephone number are: *[include complete contact information]*.

On behalf of the entire crew, I welcome you to *[NASA]*.

Sincerely,

Michael Griffin  
NASA Administrator