

DATE

Dear CSUSBCAREER CENTERDIRECTOR,

Please accept this request to offer reciprocity to STUDENTNAME, who graduated from CSUNAME with a Degree in MAJOR in MONTH, YEAR. STUDENTNAME's student ID number is .

STUDENTNAME understands that their access to services at Cal State San Bernardino will be limited to use of the services outlined at <http://career.csusb.edu/studentAlumni/alumniServices.html> .

STUDENTNAME also understands that fees that apply to alumni from all CSU campuses will be charged if they are wishing to engage in career counseling sessions.

Thank you for your willingness to assist our alumnus. We appreciate your assistance, and would be happy to offer reciprocity to your students upon request from you.

Sincerely,

FirstName LastName

Title of Authorized Administrator