

Church/Organization Letterhead (請用教會/機構之信紙印出)

教會/機構 證明信(學期中實習) Offering Letter (for within Semester Internship)

Date:

Rev. Kevin Zhang/Director of Field Education  
Logos Evangelical Seminary  
9350 Telstar Ave.  
El Monte, CA 91731

Dear Rev. Zhang,

We are willing to partake in Logos Evangelical Seminary's Field Education Office in training seminarians to become workers for the Kingdom of God. Hence, we would like to invite \_\_\_\_\_ (Student's name) to fulfill his/her field education requirement at \_\_\_\_\_ (Church/Organization). He/She will be participating in the ministry of \_\_\_\_\_ from \_\_\_\_\_ (month/day/year) to \_\_\_\_\_ (month/day/year). (請先詢問國際學生顧問 要如何填寫教會證明信中“開始實習的日期”以免填錯重寫) The working hours will be \_\_\_\_ hours per week. (Students cannot involve more than 16 hours per week while school is in session)

We are willing to issue a proper tax form to the student, who files tax return at the end of the year. Should we terminate the internship, we will notify the Director of Field Education upon the termination.

Sincerely,

\_\_\_\_\_  
Print Name of Supervisor

\_\_\_\_\_  
Supervisor's Title/Position

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

Tel: \_\_\_\_\_

Email : \_\_\_\_\_

Church Address and Tel: 教會地址和電話