

Sample Student Cover Letter

MEMORANDUM

TO: Social Work Students

FROM:

DATE:

SUBJECT: Student Body Demographic Profile

The Social Work Department has implemented a program monitoring system which includes data from a variety of sources. The purpose of this ongoing evaluation is to improve our department's efforts to meet program objectives and to make program changes based upon information received.

We request your participation in our efforts to understand our students' demographic profile, and to obtain class, field, and exit evaluations. We appreciate your assistance in this effort and strongly believe this approach to program evaluation, while more work for all, will in the long run prove a valuable asset to our department and program.

If you have any questions or concerns, please feel free to contact me.

THANK YOU for your help.