



ABC Training Program

John Doe
Head Honcho

123 Oak Street, Anywhere, TX 12345
1-888-111-1111

Date

Name

Address

City, St Zip

RE: EMS Coordinator Application Instructions:

D.5. Attach letters of intent from qualified providers of clinical and field internship, or a letter from the current coordinator of an established training program that names the site(s) and who attests that you will be authorized to assign students to these sites when you serve as coordinator.

Dear Whoever:

John Smith is directly affiliated with the ABC Training Program, Program ID# 65432, is employed by this program, and performs under my direct supervision as program director. The clinical and internship agreements which are on file with DSHS remain current, so I choose not to duplicate that documentation with this letter unless you advise me to do so.

Should he achieve coordinator certification, I plan for him to serve as a back up coordinator of this program and he will be authorized to assign students to any of the following clinical and internship sites.

Clinical sites: XYZ Hospital, Anywhere, TX; QRS Hospital, Anywhere, TX.

Internship: 123 EMS, Anywhere, TX; 456 Ambulance Service, Anywhere, TX.

If you have any questions, contact me.

Sincerely,

John Doe
Program Director and Coordinator
ABC Training Program
Coordinator ID# 321456

EXAMPLE