



## TULSA COUNSELING SERVICES

January 21, 2010

To Whom It May Concern:

John Doe has been accepted to fulfill his counseling internship requirements at our agency for the spring semester. He will be completing his internship hours on Wednesdays and Fridays from 8:30 am- 1:30 pm. Therefore, he will not be able to attend chapel. It is requested that he be excused from both chapel services due to his schedule conflicts. If you have any questions feel free to contact me at 918-882-9961. Thank you.

Sincerely,

Jane Victor LMFT  
Counselor/Intern Coordinator  
Tulsa Counseling Services