**SAMPLE LETTER FOR EXEMPTION FROM FORMS 2b & 2d**

                                                                                                      [Submission Date]

To whom it may concern,

My name is [insert your name and student ID number]. I completed my ELIT 290/ 390 internship at [insert the name of the institution] under the supervision of [insert the name of your internship supervisor]. While you are reading my portfolio, you will find that forms 2b and 2d are not included. This is because my supervisor [insert the name of your supervisor] is not proficient in English.

Sincerely,

[Name Surname]

[Wet signature]