

Agency Letter Example

DATE:

ADDRESSEE:

This letter is to confirm your service as a volunteer in the **[name of program]**, Department of **[name of department]** at the University of Wisconsin-Milwaukee during the **[semester/year]**.

During your time with our department, you will be performing the following duties **[provide detailed description]** under the direction of **[name of supervisor/campus telephone]**.

Your volunteer status qualifies you for extension of the professional liability coverage provided to agents of the University of Wisconsin System so long as you perform your duties within the scope of the description provided above. Since volunteers are not covered by the State's worker compensation program, you are advised to have your own health and accident insurance in effect."

Thank you for lending your time and expertise to our project!

Sincerely,

cc: Risk Management