January 1, 2023

John Doe

123 Main Street

Tiffin, OH 44883

[John.Doe@gmail.com](mailto:John.Doe@gmail.com)

Credit for Prior Learning

Tiffin University

155 Miami Street

Tiffin, OH 44883

To whom it may concern,

This letter represents my formal request to be awarded Experiential Learning Credit for **Course Name & Number *Title of Course***. I have indicated below how I have demonstrated attainment of the learning objectives for this course throughout my professional experience(s).

# years works experience – Job Title – Company, Date - Date

Paragraph explaining the relationship between experience and Course Learning Outcome (CLO) #1

Paragraph explaining the relationship between experience and CLO #2

Paragraph explaining the relationship between experience and CLO #3

Through my experience as the **PUT JOB TITLE HERE**, I believe I have met the requirements of **Course Name & Number *Title of Course***.

If needed, following person can corroborate my statements above.

* NAME
* TITLE/COMPANY
* PHONE NUMBER or EMAIL ADDRESS

Please let me know if you have any questions or require any additional information.

Thank you in advance for your consideration,

**John Doe**