January 1, 2023

John Doe

123 Main Street

Tiffin, OH 44883

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**