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Victoria, BC  
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January 2, 2015

My Coordinator  
Co-op Coordinator  
Faculty of Engineering  
University of Victoria  
P.O. Box 1700  
Victoria, BC  
V8W 2Y2

Dear My Coordinator

Here is a bunch of stuff to include in the letter: (i) The title of the report (ii) Your work term number (first, second, third, etc.) (iii) Your year and discipline, eg. 3A Mechanical, 2B Electrical (iv) The name and location of your employer (v) The main activity of your employer (vi) Your project or area of work (vii) The scope of the report, i.e. what facets of the problem are discussed (viii) Disclaimers, special problems encountered, or extenuating circumstances, if applicable (ix) A statement that the report is confidential, if it is (x) Acknowledgements of helpful people, groups or organizations (xi) Any other features that may be of interest to the reader.

Yours faithfully,

Your Name  
University of Victoria  
Something Engineering student  
Term XX