

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm that [Intern's Name] has been offered an internship position at [Company Name] as a [Internship Position Title] starting on [Start Date] and ending on [End Date].

During this internship, [Intern's Name] will be involved in [brief description of duties or projects]. We believe that this experience will be beneficial for their professional growth and education.

If you have any further questions or require additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]