

# Internship Assessment Letter

Date: [Insert Date]

To: [Candidate's Name]

Address: [Candidate's Address]

Dear [Candidate's Name],

We appreciate your interest in the internship position at [Association Name]. After reviewing your application and evaluating your qualifications, we would like to invite you to participate in our assessment process.

The assessment will take place on [Date] at [Time] and will be held at [Location/Virtual Meeting Link]. Please prepare to demonstrate your skills and discuss your experiences that are relevant to the internship role.

We are looking forward to meeting you and evaluating how you can contribute to our team.

Best regards,

[Your Name]

[Your Job Title]

[Association Name]

[Contact Information]