

Validation Letter for Legal Assistant Internship

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally validate the internship experience of [Intern's Name] as a Legal Assistant intern at [Company/Organization Name], which took place from [Start Date] to [End Date].

During this period, [Intern's Name] was involved in a variety of tasks including legal research, drafting documents, and assisting with case management. [He/She/They] demonstrated a high level of professionalism and dedication, contributing valuable support to our legal team.

We appreciate [Intern's Name]'s contributions and have found [him/her/them] to be a motivated individual with a strong interest in pursuing a career in law.

If you have any further questions or need additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]