

# Internship Tax Benefit Assessment

Date: [Insert Date]

To: [Intern's Name]

[Intern's Address]

[City, State, ZIP Code]

Dear [Intern's Name],

We are pleased to provide you with the necessary documentation for the assessment of your internship tax benefits with [Non-Profit Organization Name]. As a valued intern, your contributions have made a significant impact on our organization and the community we serve.

This letter serves to confirm that you completed your internship with us from [Start Date] to [End Date], totaling [Number of Hours] hours, under the supervision of [Supervisor's Name]. During this period, you engaged in various projects that provide [briefly describe the nature of the work].

As per IRS guidelines, the following benefits may be applicable to you:

- Educational assistance benefits
- Travel reimbursements
- Work-related equipment and supplies

Please retain this letter for your tax records to support any claims for deductions or credits related to your internship at [Non-Profit Organization Name]. If you have any questions or need further assistance, feel free to contact us at [Contact Information].

Thank you again for your hard work and dedication. We wish you the best of luck in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Non-Profit Organization Name]

[Organization's Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]