

COMPANY LETTERHEAD

TODAY'S DATE

Jake Williams
Program Manager
Conference Services
University of Pennsylvania
3702 Spruce Street
Stouffer Commons
Philadelphia, PA 19104

VIA Facsimile 215-573-8452

Re: Sponsorship letter for **INTERN LAST NAME, FIRST NAME**

Dear Mr. Williams:

EXAMPLE

This letter is to confirm that **FIRST NAME LAST NAME** will be interning with **COMPANY NAME** as a(n) **JOB TITLE** from **START DATE OF EMPLOYMENT** through **END DATE OF EMPLOYMENT**. **HE/SHE** is currently attending **University/College**.

If you have any questions you may reach me at **CONTACT'S PHONE NUMBER**.

Sincerely,

CONTACT NAME

CONTACT TITLE

COMPANY