

COMPANY LETTERHEAD

TODAY'S DATE

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 Conference Services:

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**. S/HE 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