

COMPANY LETTERHEAD

TODAY'S DATE

Hospitality Services
Sansom Place West
3650 Chestnut Street
Philadelphia, PA 19104

Send sponsor letter as an email attachment to hospitality@upenn.edu

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

Dear Ms. Mansell:

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