COMPANY LETTERHEAD

**TODAY’S DATE**

Rachel Denby

Hospitality Services

3702 Spruce Street

Philadelphia, PA 19104-6027

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

Dear Ms. Denby:

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.**

EXAMPLE

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

Sincerely,

**CONTACT NAME**

**CONTACT TITLE**

**COMPANY**