{date}

To Whom It May Concern,

This letter is to confirm that {student name} has been accepted to serve as an intern with {agency/organization name}. They will start the internship on {date} and will complete the internship on {date}. He/she will be expected to work {number of hours} per week.

The responsibilities that he/she will have are {job duties}.

The immediate supervisor for the internship will be {name}, and can be contacted at {email/phone}.

Best regards,