

**TYPED ON AGENCY'S LETTERHEAD**

\_\_\_\_\_ has been accepted to complete an internship at \_\_\_\_\_.  
**[Student's Name]** **[Agency's Name]**

The student will start on \_\_\_\_\_ and finish on \_\_\_\_\_. The  
**[Start Date]** **[End date]**

student will work \_\_\_\_\_ hours each week. \_\_\_\_\_ will supervise the  
**[# of hours]** **[Agency Supervisor's Name]**

student. The student will complete tasks such as **[Insert a list of typical tasks the student will be completing.]**

**SIGNATURE FROM AGENCY SUPERVISOR**