Official name of the company (Brand Name)
Address
Website
VAT number

dd/mm/yyyy

To whom it may concern:

We hereby inform that **student's name**, an/a **studies program** program student from **university name** has been accepted for a **duration months** internship at **name of the host organisation**.

The internship will be based at **internship location** and will take place from **dd/mm/yyyy** to **dd/mm/yyyy**.

INFORMATION ON THE STUDENT'S COMPANY MENTOR

Name Surname:

Position:

Contacts (Tel.e-mail): ,

CONDITIONS

Working hours (per week):

TITLE OF THE INTERNSHIP:

Official working language: Language name Language level.

For any details or further information do not hesitate to contact by email at the following address: **company coordinator email**