

*Sample Internship Offer Letter*

**Best Company, Inc.**  
**1234 University Avenue, Lubbock, TX 79409**  
**(Tel) 806-123-4567 (Fax) 806-987-6543**

**Date:**

**To:** Texas Tech University Office of International Affairs

The Best Company Corporation would like to offer (*student's name here*) an internship position.

Below is the information you requested about the position and our company:

**Company Name:** Best Company, Inc.

**Physical location of student's job:** 1234 University Avenue, Lubbock, TX 79409

**Number of hours worked per week:** 40

**Official offer beginning and ending dates:** May 5, 2014 – August 20, 2014

**Title:** Marketing Intern

**Duties:** Student will assist in Web site design/maintenance, development of company brochures, and development of marketing strategies.

Should you need further information, please do not hesitate to contact me directly.

Sincerely,

John Smith

President

Best Company, Inc.