

[Company Letterhead]

[Date]

[Registrar Name or Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Subject: Verification of Internship for Academic Credit - [Student Full Name]

Dear [Recipient Name/Internship Coordinator],

This letter is to formally verify that **[Student Full Name]** has successfully completed an internship with **[Company Name]** in the **[Department Name]** department.

The internship details are as follows:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Total Hours Completed:** [Total Number] hours
- **Position Title:** [Internship Title]

During this period, the intern performed the following duties and responsibilities:

- [Duty 1]
- [Duty 2]
- [Duty 3]

I confirm that [Student Name] has met the requirements of the internship program and demonstrated professional growth in the field of [Field of Study]. This letter serves as a recommendation for the student to receive the appropriate academic credit as determined by [University Name].

If you require any further information or additional documentation regarding this internship, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Supervisor Name]

[Job Title]

[Company Name]