

[Company Header/Logo]

[Date]

[Recipient Name/To Whom It May Concern]

[Recipient Organization]

[Recipient Address]

Subject: Verification of Summer Internship

Dear [Recipient Name],

This letter is to formally verify that **[Intern Name]** has successfully completed a summer internship at **[Company Name]**.

The details of the internship are as follows:

- **Internship Period:** [Start Date] to [End Date]
- **Position Title:** [Department/Role Name] Intern
- **Total Hours Completed:** [Number] hours
- **Supervised By:** [Supervisor Name and Title]

During this period, [Intern Name] was involved in various tasks and projects, including [briefly list 1-2 key responsibilities]. Their performance was [mention performance, e.g., exemplary/satisfactory], and they demonstrated professional conduct throughout the program.

Should you require any further information or additional details regarding this internship, please do not hesitate to contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]