

[Date]

[Registrar Name or Department Head Name]

[University Name]

[University Address]

[City, State, Zip Code]

Subject: Verification of Academic Credit for Unpaid Internship

To Whom It May Concern,

This letter is to confirm that [Student Name] has been offered an unpaid internship position at [Company Name] in the [Department Name] department. The internship is scheduled to take place from [Start Date] to [End Date].

In accordance with our company policy and labor regulations, we require verification that this internship is an integral part of the student's academic curriculum. Specifically, we request confirmation that [Student Name] will receive academic credit for this internship or that the internship fulfills a specific degree requirement.

The student will be tasked with the following duties under the supervision of [Supervisor Name]:

- [Task 1]
- [Task 2]
- [Task 3]

Please provide a signature or a formal letter from the university confirming that the student is eligible to receive credit for this placement. If there are specific evaluation forms or documents required from our side to facilitate this credit, please let us know.

Thank you for your assistance in supporting the professional development of your student.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

[Email Address]