

**Sample Letter
Internship Confirmation**



April 13, 2004

Ms. Susan Smith
Director, Public Relations
XYZ Corporation
225 Washington Street
Boston, MA 02145

Dear Ms. Smith:

I am delighted to accept an internship with the Public Relations Department at XYZ Corporation. The prospect of working with you and the entire public relations team is an exciting one.

Per our conversation, I will begin my internship on June 1, 2004. I will be assigned a cubicle on the third floor in the Public Relations Department as my workspace. It is my understanding that my main responsibilities will include writing press releases, editing publications, and facilitating and maintaining contact with the media. As discussed, I will have an opportunity to meet with you each week. These meetings will serve as an occasion for us to reflect on my progress and for you to provide me with pertinent feedback. In addition, you have graciously given me approval to conduct three informational interviews with professionals within and outside the Public Relations Department during my tenure at XYZ Corporation. My internship will culminate in a ten-page report on methods for the company to facilitate stronger media relationships and increase its visibility with the general public. The report is due on August 10, 2004, also the final day of my internship.

If I have neglected to mention any other portion of our understanding, please let me know. I can be contacted at 555-xxxx if you need to reach me prior to the start of my internship. Again, thank you for the opportunity to work with XYZ Corporation.

Sincerely,

Jane Q. Sample
175 Whitney Avenue
New Haven, CT 06520