Company’s Letterhead (Name, Address)

**Date**:

**To:** Bellarmine International Office, Bellarmine University

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is where \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will complete internship

(site) (student’s name)

hours during fall/spring semester.

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

**Company’s Name:**

**Physical location of student’s job/Clinical rotation:**

**Number of hours worked per week:**

**Official offer beginning and ending dates:**

**Job title:**

**Duties/Class Projects:**

**Supervisor’s Name/Phone Number:**

.

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

Sincerely,

Supervisor’s Name (Site)