June 6, 2018

Western New England University

International Student and Scholar Services (ISSS)

1215 Wilbraham Road

Springfield, MA 01119

To whom it may concern:

[Student Name] has been approved for an internship/practical training with [company name] as a [job title]. The student is currently in good standing in the College of [Engineering]. They plan to use this internship to complete their thesis or dissertation research that cannot be completed at Western New England University.

This internships will assist the student in their dissertation/thesis research in the following ways:

Should you have any questions concerning the specifics of this internship please contact me.

Sincerely,

*Sign document here*(if sending electronically, a digital signature is acceptable. Hard copies must have an actual signature).

[insert name, title, contact info]