**INTERNSHIP OFFER LETTER**

Best Company, Inc.

1234 University Avenue, Lubbock,

TX 79409

**(Tel):** 806-123-4567

**(Fax):** 806-987-6543

Date:

To:Texas Tech University Office of International Affairs

The Best Company Corporation would like to offer **(*student’s* *name here*)** an internship position.

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

Company Name: Best Company, Inc.

Physical location of student’s job: 1234 University Avenue, Lubbock, TX 79409

Number of hours worked per week: 40

Official offer beginning and ending dates: May 5, 20XX – August 20, 20XX

Title: Marketing Intern

Duties**:** Student will assist in Web site design/maintenance, development of companybrochures, and development of marketing strategies.

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

Sincerely,

John Smith

President

Best Company, Inc.