

Example Confirmation Letter

Student Name:

Mentors Name:

Mentor Phone Number:

Mentor Email:

Site Address:

Dear Applied Studies Coordinator:

This letter is to verify that **Student Name** will be joining **Organization Name** from **First Day** until **Last Day**.

I understand that he/she must complete at least **Choose Number of Hours** hours with our organization within this time frame. These hours are not part of a position that he/she already held at this company.

Sincerely,

Signature: |