[Employer Letterhead]

Date

Student Name

Address

City State ZIP

RE: Summer Internship Offer

Dear [Student]:

[Name of employer] is pleased to offer you a summer internship of [number of weeks] from [start date] to [end day] 40-hours per week. You will be working on [insert short description of scope of work]. This work will be supervised by [insert name of attorney if not signatory of letter].

[Name of employer] is a [government agency/non-profit agency] that does not provide compensation for its summer interns.[[1]](#footnote-1) We believe your summer internship will provide valuable legal experience to you while allowing us our organizational to meet its goals.

If you have any questions, please don’t hesitate to contact me. I understand that you may submit this letter with your application for a University of Arkansas School of Law Summer Public Service Fellowship. If you do so and the school needs any additional information about this offer, please have them contact me. I would like your commitment by [insert date].

Sincerely,

Employer

1. Employers who have paid interns either in the current summer or in the past are typically precluded from the fellowship program unless there are financial exigencies described in the letter and that prevent the employer from paying summer interns. [↑](#footnote-ref-1)