

(Date)

International Student and Scholar Services
University at Buffalo
210 Talbert Hall
Buffalo, New York 14260

To Whom It May Concern,

(Name of Student) will volunteer / work as an unpaid intern at (Company / University Department / Agency / Other). Ms./Mr. (Name) will perform (List of Duties), which directly relate to his/her field of study, (Student's Major).

Ms./Mr. (Name) will volunteer / work as an unpaid intern for at least 20 hours per week beginning on (Date). We will provide evidence that the volunteer work / unpaid internship consisted of 20 hours per week, if requested.

The aforementioned unpaid internship / volunteer work is not in a position that would otherwise be paid and does not violate any U.S. labor laws.

If you would like additional information, please feel free to contact me at (Telephone Number) or (E-mail Address).

Best regards,

