***Date***

To Whom It May Concern:

This letter is to verify that ***(Student’s Full Legal Name)*** has worked at ***(Site Name)*** from ***(Start Date)***to ***(End Date)***. The student completed ***(Total Number)*** hours at this site location working with ***(brief description of student population including age range or grade level)***. The student’s duties and responsibilities included the following (please do not include administrative tasks):

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These hours were completed ***(in-person or virtually)***. If you have any questions regarding this student’s fieldwork, please contact me at: ***(Preferred Contact Info)***

Sincerely,

***Electronic Signature***

***Supervisor Name***

***Site Information***