



United States Patent and Trademark Office

August 28, 2021

Dear [Extern First and Last Name],

We are pleased to confirm your completion of the U.S. Patent and Trademark Office - summer 2021 Externship Program. During the course of the externship, you worked in TC2100-Patents where you participated in various technical assignments related to patent examining and intellectual property.

- Supervisor: John Apple
- Start Date:
- End Date:
- Full-time, Part-Time
- Days Worked per Week: Monday – Friday
- Number of hours per week:

During the externship, you exhibited a commitment to learning and contributing to the mission of the organization. Your performance was notably sound and you were a valuable contributor to the team. Please feel free to contact me should you have any questions or need additional information in regard to your externship.

I wish you the best in your future academic and career endeavors.

Sincerely,

John Apple
SPE AU2121/TC2100
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