



RAL NEW YORK

May 14th, 2024

Dear Hazeez,

Congratulations! After reviewing your application, we at RAL New York would like to offer you a position in our *Summer Internship Program* as a Marketing Intern. Your duties and responsibilities will include:

- Market research, data entry, report writing, brief writing, and meeting notes
- Database outreach, manufacturing/production logistics, project management
- Assisting with event planning, organization, and pop-up vending

We believe you will be a welcome addition to our team, and we are looking forward to your start date on **June 1st, 2024**. Your end date will be August 1st, 2024.

Your schedule will be:

Monday, Wednesday, and Friday from 10:00 AM - 5:00 PM
at

243 W 39th St, New York, NY 10013.

As the beginning of the semester approaches, please anticipate further guidelines and procedures so that you are prepared for the start of the program.

Once again, we offer you congratulations, and we are very excited to work with you. Please email or call if you have any questions.

Best regards,

[Supervisor Name]
Director of Operations & Internship Supervisor