

[Please Print on Office Letterhead]

Date

Professor Tiffany Williams  
Seton Hall University School of Law  
One Newark Center  
Newark, NJ 07102

Dear Professor Williams:

I am an attorney with [Name of Employer]. I supervised [Name of Student], who served as a legal extern in my office from [Start Date] to [End Date] (“Externship Period”). In addition to the numerous other substantive duties, I certify that (a) due to the confidentiality policies at [Name of Employer], [Name of Student] cannot provide a copy of [his/her] written work product even in a redacted form; (b) [Name of Student] completed at least twenty (20) pages of written work (“Written Work”) as required by Seton Hall University School of Law during the Externship Period; and (c) the Written Work produced by [Name of Student] demonstrates substantial legal analysis and was primarily written by the student. Please feel free to contact me at [Telephone Number] or [E-mail Address] should you have any questions.

Very truly yours,

[Add Signature]

[Add Supervisor’s Name], Esq.

**This form letter should only be used if your placement has a confidentiality policy in place prohibiting you from removing your work product from the office.**

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