

**Corporate People Team**  
2375 N Glenville Drive  
Building A  
Richardson, TX 75082  
[www.cbre.com](http://www.cbre.com)

Tuesday, June 17, 2025

To Whom It May Concern,

The intent of this letter is to verify that the internship program Srikar Kotra was carefully selected to participate in this summer, is an educational, paid, work-based learning experience directly related to his field of study.

1. Student Full Legal Name: **Srikar Kotra**
2. Company Name: **CBRE**
3. Company Physical Office Address:  
**2375 N Glenville Dr, Building A**  
**Richardson, TX 75082**  
**United States**
4. Company EIN: **95-2743174**
5. Job Title: **Software Engineering Intern**
6. Type of Job: **Internship**
7. Supervisor's Name: **Mr. John Gideon, [John.Gideon@cbre.com](mailto:John.Gideon@cbre.com)**
8. Job Description/Responsibilities:
  - *Collaborate with engineering teams to design, develop, maintain, test, and improve internal and/or client software applications*
  - *Write well-designed, efficient, and maintainable code following coding standards.*
9. Start Date: **Wednesday, June 18, 2025**
10. End Date (subject to change): **Tuesday, August 26, 2025**
11. Hours per week: **40 hours (full-time)**
12. Compensation: **\$30/hour**
13. In-Person or Remote: **In-Person** (address above)

Sincerely,

Hayley Murphy

**Hayley Murphy**

Campus Recruiter – Digital & Technology

CBRE | People

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