

# Early Graduation Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Title]

[University/College Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request early graduation from my program at [University/College Name] due to the impending internship opportunities that I have been offered. I believe that graduating early will better align with my professional goals and allow me to take full advantage of these opportunities.

Throughout my time at [University/College Name], I have maintained a strong academic record and participated actively in [mention relevant extracurricular activities or projects]. As a result of these experiences, I have secured an internship position with [Company/Organization Name], which I intend to pursue starting [Start Date].

In order to facilitate this next step in my career, I kindly request that my application for early graduation be considered. I have completed the necessary credits and met the requirements outlined in the academic policies. I believe that my contributions during my studies have prepared me well for this transition.

Thank you for considering my request. I look forward to your positive response and am happy to provide any additional information needed to support my application.

Sincerely,

[Your Name]