

# Internship Approval Letter

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally approve [Student's Name], a student in the [Program/Department Name] at [School/University Name], for the internship position at [Company/Organization Name].

[Student's Name] has shown exceptional skills and dedication in their studies, and I believe this internship opportunity will greatly enhance their professional development.

We support [his/her/their] application and request that you consider [him/her/them] for the [specific position or program].

Thank you for considering this application. Should you require any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[School/University Name]