

Internship Confirmation Appeal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Scholarship Committee's Name]

[Organization/University's Name]

[Address]

[City, State, Zip Code]

Dear [Scholarship Committee's Name],

I hope this letter finds you well. I am writing to formally appeal for the confirmation of my internship as a means to establish my eligibility for the [Name of the Scholarship] scholarship.

During my internship at [Company/Organization Name], which commenced on [Start Date] and is scheduled to conclude on [End Date], I have been actively engaged in [briefly describe your duties and responsibilities]. This experience has not only enhanced my professional skills but also contributed significantly to my academic pursuits in [Your Field of Study].

Unfortunately, due to [briefly explain any issues regarding the confirmation of your internship], I have not yet received the official confirmation documentation required for the scholarship application.

I kindly request your understanding and support in this matter. Attached, you will find my internship agreement and any relevant correspondence that may assist in verifying my current status. I am eager to meet any further requirements needed for your review.

Thank you for considering my appeal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]