

Request for Academic Deferment for Internship Placement

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Position]
[Department/Office]
[University/College Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an academic deferment for my upcoming internship placement at [Internship Company/Organization Name], scheduled to commence on [Start Date] and concluding on [End Date].

As a [Your Degree Program] student, I believe that this internship opportunity aligns closely with my career goals and will significantly enhance my practical experience. However, I am concerned about balancing my academic workload during this period. Therefore, I kindly request that my academic responsibilities be postponed to allow me to fully engage in this valuable experience.

I am committed to maintaining my academic progress and will ensure that any deferred coursework is completed promptly upon my return. I would appreciate any guidance you could provide regarding the deferment process.

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

Sincerely,

[Your Name]
[Your Student ID Number]