

Internship Assistance Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] at [Your University/College], pursuing a degree in [Your Major]. I am writing to formally appeal for assistance regarding my internship application for the [specific internship position or program].

Due to [briefly explain the reason for your appeal, e.g., unforeseen circumstances, financial difficulties, etc.], I am finding it challenging to secure an internship opportunity that aligns with my career goals. I believe that an internship with [Company/Organization Name] would provide invaluable experience and enhance my educational journey.

I have attached [mention any supporting documents, if applicable]. I am hopeful for your understanding and assistance in this matter. Thank you for considering my appeal, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID, if applicable]