

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Company/Organization Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to request financial backing for my upcoming internship at [Company/Organization Name], scheduled for [start date] to [end date]. This opportunity is crucial for my professional development and will allow me to gain valuable experience in [field/industry].

Unfortunately, the associated costs of this internship, including [mention specific costs such as travel, accommodation, supplies], exceed my current financial capabilities. I am seeking assistance to cover these expenses, which will enable me to focus entirely on the internship and maximize my learning experience.

I believe that with your support, I can fully immerse myself in this opportunity, which will not only benefit my career but also enhance the contributions I can make to the field in the future. I am more than willing to discuss this further and explore how we might work together.

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

Sincerely,
[Your Name]