

Internship Funding Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request funding for my upcoming internship at [Internship Company Name], which will take place from [Start Date] to [End Date]. I am currently a [Your Major/Program] student at [Your University/College], and this internship opportunity is crucial for my academic and professional development.

The internship will provide me with invaluable experience in [Briefly describe the nature of the internship] and help me gain practical skills that are essential in my field. However, I am facing financial challenges that may hinder my ability to participate fully in this program.

I am requesting a funding amount of [Specify Amount] to cover my [Specify Costs, e.g., travel, accommodation, living expenses]. This support would significantly ease my financial burden, allowing me to focus entirely on this learning opportunity.

Thank you for considering my application for internship funding. I am hopeful for your positive response and appreciate any assistance you can provide.

Sincerely,

[Your Name]

Attachments: [List any attached documents, if necessary]