

Internship Placement Assignment Change Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a change in my internship placement assignment from [Current Assignment] to [Desired Assignment]. Due to [briefly explain reason, e.g., personal circumstances, academic requirements, etc.], I believe that this change would significantly enhance my learning experience and contribute more effectively to the team.

I have enjoyed my time at [Current Assignment] and appreciate the experience gained thus far. However, I am passionate about [reasons for preferring the new placement] and feel my skills in [specific skills] would be better utilized there.

I am grateful for your consideration of my request. I am happy to discuss this matter further at your earliest convenience. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]