

Internship Credit Appeal

Date: [Insert Date]

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

[Recipient Name]
[Title]
[Department/Office]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal the decision regarding the internship credit I completed during [insert dates]. My internship was with [Company/Organization Name], where I was involved in [briefly describe your role and responsibilities].

Upon receiving notice of my internship credit denial, I reviewed the reasons provided and would like to address them as follows:

- [Reason 1: Describe briefly and provide evidence]
- [Reason 2: Describe briefly and provide evidence]
- [Additional points as necessary]

I believe that my experience meets the criteria for internship credit as outlined in the [policy/guideline name]. I have attached supporting documents, including [mention any relevant documents: evaluation forms, hours worked, etc.], to further substantiate my appeal.

Thank you for considering my appeal. I look forward to your positive response and am willing to provide any further information required to support my case.

Sincerely,

[Your Name]