

Internship Credit Course Enrollment Request

Date: [Insert Date]

To,

[Recipient's Name]

[Department/Office Name]

[Institution Name]

[Institution Address]

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] majoring in [Your Major] at [Your Institution]. I am writing to formally request enrollment in the Internship Credit Course for the upcoming [semester/term].

As part of my academic and professional development, I have secured an internship position at [Company/Organization Name] which I believe will greatly contribute to my learning experience. The internship involves [briefly describe the nature of the internship], and I am keen to earn academic credit for this opportunity.

Attached, please find the necessary documents including the internship offer letter and my current academic transcript for your review. I kindly request your guidance on the next steps for enrollment and any further documentation needed.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Email Address]

[Your Phone Number]