

Internship Credit Documentation Submission

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Your Name]

Subject: Submission of Internship Credit Documentation

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally submit the documentation required for the internship credit for my recent experience at [Company/Organization Name]. Attached to this letter are the necessary documents, including:

- Internship Performance Evaluation
- Letter of Recommendation
- Internship Hours Log
- Project Report

This internship has provided me with invaluable experience, and I am eager to receive credit for my work. Should you require any additional information or have any questions regarding the submitted materials, please feel free to reach out to me via email or phone.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Program/Department]

[Your Contact Information]