

Internship Credit Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Instructor's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Instructor's Name],

I hope this message finds you well. I am writing to formally request credit for an internship that I recently completed at [Company Name] from [Start Date] to [End Date]. This experience has significantly contributed to my academic and professional growth.

The internship involved [briefly describe your role and key responsibilities]. I believe that the skills and knowledge I gained align with the objectives of our coursework and would be beneficial for my academic progress.

I have attached all necessary documents including my internship offer letter, supervisor evaluation, and a reflective report detailing my learning experiences. I kindly ask for your guidance on the steps required to receive academic credit for this internship.

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

Sincerely,

[Your Name]

[Your Student ID]