

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding the credit requirements for my internship at [Internship Organization's Name]. As part of my academic program, I must ensure that my internship aligns with the criteria established by [Your Educational Institution's Name].

Specifically, I would like to understand the following:

- The number of hours required to earn credit.
- The expected learning outcomes for the internship.
- The assessment criteria for evaluating the internship performance.

Additionally, if there are any forms or documentation that need to be completed, please let me know so that I can prepare accordingly.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID]