

Internship Credit Verification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request verification of my internship completed at [Company/Organization Name] from [Start Date] to [End Date]. This internship has been an invaluable experience, and I am seeking to obtain credit for my participation as part of my academic program.

Could you please provide a verification letter that includes the details of my internship, such as my role, duration, and any notable projects or responsibilities I handled during this period? This information is essential for fulfilling my academic requirements.

Thank you very much for your attention to this matter. I appreciate your support and assistance and look forward to your prompt response.

Sincerely,

[Your Name]