

Internship Approval Request for Academic Credit

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Department/Program Name]

[Institution Name]

[Institution Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request approval for my upcoming internship with [Company/Organization Name], which I believe will provide valuable practical experience and complement my academic studies in [Your Major/Field of Study].

The internship is set to begin on [Start Date] and will run until [End Date]. During this period, I will be working in [Brief Description of Internship Duties] and expect to gain insights that are directly applicable to my coursework.

I kindly request your approval for this internship to count towards my academic credit requirements. I have attached a detailed description of the internship position and the learning objectives I aim to achieve during this experience.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Program/Department]

[Your Contact Information]