

Request for Internship Approval

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request your approval for an internship opportunity that I believe will significantly aid my career transition from [Your Current Field] to [Target Field].

After thorough research, I have identified an internship position with [Internship Company Name] which aligns perfectly with my career goals and aspirations. The internship is set to begin on [Start Date] and will run for [Duration].

I am confident that with your support, I can successfully navigate this transition and contribute positively to both our organization and the intern company.

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

Sincerely,

[Your Name]