

Internship Approval Request

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your approval for my internship at [Company Name] for the period of [Start Date] to [End Date].

This internship opportunity aligns perfectly with my academic and career goals as [briefly describe your major, relevant course work or skills]. I believe that working under your esteemed guidance will greatly enhance my learning experience and contribute to my professional development.

Additionally, I would appreciate it if you could provide any necessary documents or forms that need to be completed for the approval process. I am looking forward to your positive response and guidance.

Thank you for considering my request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,
[Your Name]
[Your University]
[Your Course/Program]