

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[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 your approval for my internship at [Company/Organization Name] as a part of my field experience requirement for [Your Course/Program Name] at [Your Institution Name].

The internship is scheduled to take place from [Start Date] to [End Date] and will provide crucial hands-on experience in [Brief Description of the Internship Role/Field]. I believe this opportunity will enhance my learning and professional skills significantly.

Thank you for considering my request. I am happy to provide any additional information you may require.

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]