

Internship Approval Request Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Department Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request approval for my internship at [Internship Organization/Department Name] from [Start Date] to [End Date]. As a [Your Major/Field of Study] student at [Your University/College], this internship opportunity is integral to my academic and professional development.

The internship will involve [Brief Description of Internship Responsibilities], which aligns with my career aspirations and will enhance my skills in [Mention Relevant Skills/Areas]. I believe that gaining hands-on experience in a governmental setting will provide me with valuable insights into [Related Topics].

In accordance with the program requirements, I have attached the necessary documentation, including the internship proposal and any relevant academic records. I am committed to fulfilling all obligations and responsibilities as outlined by the [Internship Organization/Department Name].

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

Sincerely,

[Your Name]
[Your Student ID] (if applicable)