

Internship Approval Request

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to request your approval for my internship at [Company/Organization Name] in [Location]. The internship is scheduled to take place from [Start Date] to [End Date] and is part of my [specific academic program or degree] at [Your University/Institution Name].

This internship opportunity will provide me with significant exposure to [mention relevant skills or fields] and will greatly enhance my learning experience. I believe it is crucial for my professional development and aligns well with my career goals.

I am seeking your approval because my participation in this internship is a requirement for my graduation and will further contribute to my academic achievements. I assure you that I will maintain the highest standards of conduct and professionalism while abroad.

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

Sincerely,
[Your Name]