

# Internship Approval Request

Date: [Insert Date]

To,

[Supervisor's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request your approval for an internship opportunity that I believe will greatly enhance my skills and understanding in [specific field or industry].

As part of my academic program in [Your Major/Program] at [Your University/College], I am seeking mentorship from experienced professionals in the field. The proposed internship position is at [Company/Organization Name] located in [Location], and it offers hands-on experience in [brief description of responsibilities].

I am confident that this internship will provide me with valuable insights and practical knowledge that will contribute to my professional development. It is an excellent opportunity for me to learn directly from the experts while applying the theoretical knowledge I have gained in my studies.

I assure you that I will manage my current workload responsibly and ensure that my academic performance remains a priority during this internship.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Student ID (if applicable)]