

Internship Approval Request

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Approval of Remote Internship

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request your approval to pursue a remote internship opportunity at [Company Name] as part of my [degree program/field of study]. The internship will provide me with valuable experience in [specific skills or areas related to your studies].

The position is scheduled to start on [Start Date] and will last until [End Date]. This opportunity aligns with my career goals and will help me apply the knowledge and skills I've acquired during my studies at [Your Institution].

I assure you that I will maintain my current responsibilities and commitments during the internship period. I believe this experience will not only enhance my professional development but also add value to our team upon my return.

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

Sincerely,

[Your Name]

[Your Contact Information]