

Internship Approval Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 participation in a summer internship program at [Company/Organization Name] from [Start Date] to [End Date]. This opportunity aligns perfectly with my academic and career goals, particularly in [mention relevant field or industry].

The internship program will allow me to gain valuable hands-on experience, enhance my skills, and contribute to [specific projects or goals of the company]. I am particularly excited about [mention specific aspects of the program or company that interest you].

As part of the requirements, I will ensure that my academic responsibilities are managed effectively during this period. I am committed to maintaining my performance and fulfilling all prerequisites for my degree.

Thank you very much for considering my request. I would greatly appreciate your support in this matter and am happy to discuss any details further at your convenience.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]