

Internship Approval Request

Date: [Insert Date]

To,

The [Title/Position]

[Company/Organization Name]

[Address]

Dear [Title/Name],

I hope this message finds you well. I am writing to formally request your approval for my participation in a volunteer internship program at [Organization Name]. I believe that this opportunity will greatly enhance my skills and knowledge in [specific field or area].

The internship is scheduled to take place from [start date] to [end date], where I will be involved in [briefly describe the tasks and responsibilities]. This experience will not only allow me to apply my academic learning but also contribute positively to [Organization Name].

I kindly ask for your support in this endeavor and look forward to your favorable response. Please let me know if you need any additional information.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Student ID (if applicable)]