

Request for Internship Certificate

To,
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the issuance of my internship certificate for the period of [Start Date] to [End Date] during which I had the opportunity to work as an intern in the [Department/Team Name] at [Company/Organization Name].

The experience I gained during my internship has been invaluable, and I would greatly appreciate having an official certificate to attest to my involvement and the skills I acquired while working with your team.

If you require any additional information or documentation to process this request, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]