

Internship Proposal for Academic Credit

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to propose an internship opportunity at [Company/Organization Name] which I would like to pursue for academic credit as part of my [Degree/Major] program at [University Name]. This experience is vital for my professional development and will enhance my understanding of [Field/Industry].

The proposed start date for the internship is [Insert Start Date], and I am looking to commit [X hours/week] for a duration of [X months]. My primary goals during this internship are to [List Goals/Skills to Gain].

As a [Your Year in School, e.g., sophomore, junior] majoring in [Your Major], I have acquired skills in [List Relevant Skills or Courses]. I am confident that my background and enthusiasm will make a positive contribution to your team.

I would greatly appreciate the opportunity to discuss this internship proposal further. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your University]

[Your Contact Information]