**LETTER OF REQUEST FOR STATEMENT OF INTERNSHIP**

TO THE DEAN’S OFFICE OF THE FACULTY OF …………………….…………

I respectfully request your information and necessary action for a document that states my internship status to be given to me for submission to the concerned institution/organization.

..…./……../20………

……………………………………….

Name&Surname

Signature

DEPARTMENT :

STUDENT NO :

GSM :

E-MAIL :