



The Bachelor of Political Science Program in Politics and International Relations  
(English Program)

Subject: Request for a formal letter from the BIR program.

To: Director,

Name Mr./ Ms..... Student ID .....

Currently studying in year.....with minor degree in.....

Current address .....

.....

Tel. .... Email .....

I would like to request the BIR Program to issue a formal letter of internship to an organization with detail as following:

Name of a person to whom the letter to be addressed.....

Position .....

Organization name .....

Division/ Section/ Department .....

Address of the Organization .....

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Telephone..... Website/ Email .....

I attached document for your consideration.

☐ a copy of transcript

☐ Resume/ CV

☐ Statement of purpose

☐ Job description

Best Regards,

Signature.....

( .....

Date ...../...../.....

Staff Comment:

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Director's Comment:

☐ Request Approved

☐ Other Comments:

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