



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 .....

.....

Supervisor's name..... Position .....

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

I attached document for your consideration. ☐ the letter of approval from the organization/agency

I appreciate your consideration,

Best Regards,

Signature.....

( ..... )

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

<p>Staff Comment:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Director's Comment:</p> <p><input type="checkbox"/> Request Approved      <input type="checkbox"/> Other Comments:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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