(Date)

(Recipient’s Name)  
(Recipient’s Address)  
(Physical Address, City, Zip Code)

Subject: **Request for Internship Experience Certificate**

Dear (Mr./Mrs./Ms. Last Name),

I would like to let you know that I have worked in (company name) as an intern from (start date) to (end-date). I was working in the (department name) under (supervisor’s name).

It has been a wonderful experience working in your prestigious company. I have learned many skills which I am sure will help me with my professional growth. These skills have increased the value of my profile.

I am writing this letter to request you provide me with an internship completion certificate. It will help me in my future career aims.

I hope to hear from you.

Sincerely,

(Your Name)  
(Contact Details)