

B.Ed. Internship Letter Format - Email Format

Subject: Request for B Ed Internship Placement

Dear [Principal's Name],

I am writing to express my interest in completing an internship in your esteemed educational institution as part of my Bachelor of Education (B Ed) program. I am a motivated and dedicated individual who is passionate about teaching and believe that practical experience in a classroom setting would be valuable for my professional development.

As a student enrolled in the B Ed program at [Name of Institution], I seek an opportunity to gain hands-on experience in teaching. I am particularly interested in observing and participating in lesson planning, classroom management, and assessment.

The duration of the internship will be [Duration] from [Start Date] to [End Date]. I assure you that I will abide by the policies and procedures of your institution and work towards contributing positively to the school's learning environment.

I have attached my resume and other relevant documents for your review. I am available for an interview or further discussion at your convenience. Please let me know if there are any further steps I need to take to secure a placement.

Thank you for considering my request. I look forward to hearing from you soon.

Sincerely,

[Your Name]