

# EMAIL ASKING FOR AN INTERNSHIP

From

Dev Mallik

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Date: May 29, 2021

To,

Sachin Sachdev

N-Wing, N-Block

New Delhi-203104

Sachin@gmail.com

Subject:\_\_\_\_\_

Dear\_\_\_\_\_

I hope you are in good health and doing well!

I am happy that I can connect with your organization and writing this letter about the internship opportunity that your organization is providing. I find this opportunity suitable for me as it meets my requirements and the work environment required to start my professional life.

I have seen all the internship program that is listed on your website and I am interested in\_\_\_\_\_ ( mention internship) matching my interest.

Currently I am in my final year studing\_\_\_\_\_ ( mention brance or course) at\_\_\_\_\_ (mention college) and wants to do an internship to get hand-on experience of field work. I find your organization suitable for it.

Please consider my internship request and also find the attached documents and credentials of my academic for reference.

Yours Sincerely,

Dev Mallik