

LETTER FOR INTERNSHIP TRAINING

From
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Date: May 29, 2021

To,
Sachin Sachdev
N-Wing, N-Block
New Delhi-203104
Sachin@gmail.com

Subject: _____

Dear _____

I Dev Mallik, a hardworking and regular student studying in _____ (mention college name), in the batch of _____ (year), is looking for an internship in the field will I intend to work in future and built a career in that field. As I am in the final year of my college, I have to do an internship so that I can add value to my career and help in placements.

After looking at many companies, I have finally shortlisted your company which matches my requirements and expectations. I can learn a lot from your company while doing the internship.

I am confident that I can learn and get the best hands-on experience in your company and also will utilize my skill and learning to give my best in my internship.

Consider my request of joining your organization and I will be looking forward to working in your organization.

Thanking You

Yours Sincerely,
Dev Mallik