

SAMPLE INTERNSHIP REQUEST LETTER

From
Dev Mallik
F-Block, Silk Road,
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Mallik@gmail.com

Date: May 29,2021

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

Subject:_____

Dear_____

I am Dev Mallik studying at _____(college name) is in my final year and now I want to do an internship that can add value to my career and professional life. I would like to join your organization as I think your organization is the best company where I can learn about professional and field environments.

For academic performance and credentials please find the documents which are attached along with it so that you can take your decision with a clear mind and without any doubt about my skill and learning.

Kindly take all things into consideration while making your decision and please let me anyhow go ahead with it.

I can assure you I'll be an asset to your company. Will be waiting for a positive response from your side.

Thanking You,

Your's Sincerely
Dev Mallik