

# Request Letter for Internship Training

XYZ

Address,

Email

Date – DD/MM/YYYY

Name of the receiver

Job Title

Company name

Address

Dear -----,

I ---- (your name) studying in the batch of ----- (mention the year) at the college ----- (mention name) is a regular and hard-working student. As a part of my course, I would have to do an internship in which I will have to learn about the roles and responsibilities of the work profile I will be looking forward to have in future.

While listing out the potential company names, I came across your company which matches with the list of requirements I have. Also, I think that I will get a lot more to learn from your organization as I have also looked at the people working at company from so many years. I feel that I can get the best hands-on experience while doing internship with your company.

I am also attaching my resume that list out all my academic qualifications and credentials. Also I have attached a list of projects and assignments that I have worked throughout the semester. I would request you to have a look at it and consider my application.

I will be looking forward to hearing from you about the possibility and opportunity further.

Yours Sincerely,

Your Name