

Sample Internship Request Letter

Name of the sender

Job title

Company name

Address

Contact details

Email details

Date – DD/MM/YYYY

To,

Name of the Receiver

Job Title

Company name

Address

Contact details

Email details

Subject: -----

Dear -----,

I ----- (name of the student) studying at ----- (college name) in the ----- (mention year) would like to join your esteemed organization for internship. The internship is for ----- (mention the time) and your company seems to be a perfect fit for the program.

As a part of my academic achievements and credentials relevant to the course, I would like to complete the internship as a requirement of the course. I am also attaching the list of documents, academic credentials and achievements relevant to the profile, which can be used as a reference to look in detail.

Kindly, consider my application and have a look at all the documents and please let me know the process further. I will be looking forward to your response on the mail.

Yours Sincerely,

Your Name