

Formal internship requisition letter

Subject: Request for Internship Opportunity

Dear [Recipient's Name],

I am writing to express my interest in securing an internship position with [Company/Organization Name].

I am currently pursuing [Your Course/Degree] at [Your Institution] and wish to gain practical experience in [Field/Department].

I am confident that my academic knowledge, skills, and enthusiasm will allow me to contribute effectively to your team.

I would be grateful for the opportunity to learn under the guidance of your esteemed organization.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

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