

Research internship requisition letter

Subject: Application for Research Internship

Dear [Recipient's Name],

I am writing to apply for a research internship position in [Department/Field] at [Organization/Institution Name].

I am currently pursuing [Your Course/Degree] at [Institution Name] and am particularly interested in research areas such as [Specify Topics].

I am eager to contribute to ongoing projects while gaining practical experience.

Please find my resume and academic records attached.

I would be grateful for your consideration and guidance regarding this internship opportunity.

Sincerely,

[Your Name]

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