

{ Student Name  
Degree/ Diploma  
Student Address }

Sample

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{ Person In charge  
Company Name  
Company Address }

Dear Sir/Madam,

**RE: INTERNSHIP PLACEMENT**

With regards to the above matter, I am writing in seeking internship placement in your organization.

Currently, I am a final year degree/diploma student planning to undergo industrial training (as partial requirements for the award of the degree) commencing **May 20,2013 – August 30, 2013** for a duration of about **15 Weeks**.

I am keen to join your esteemed organization as I believe that your company provides great opportunity for me to learn and acquire the practicality aspects of my majoring. As such, I hope you could consider my application. Enclosed please find a copy of my CV detailing the background of myself.

A formal letter of application issued by the university will be sent to you once you indicate your acceptance to offer internship placement.

Your kind consideration in this matter is highly appreciated. I look forward to hearing from you as soon as possible.

May I take this opportunity to thank you for your valued time.

Yours faithfully,

(Signature)