**Mr. Shyam Modi**

**33, M.G. Road**

**Nr. Post Office**

**Pune, Maharashtra-400325**

**1234567890**

**01 March 2020**

**To,**

**Mr. S.K. Venkatraman**

**The Deputy General Manager – Sales & Marketing**

**ABC PQR Ltd.**

**10056, Lane 3 Industrial Notified Area,**

**Pune, Maharashtra**

**Subject: Application to apply for an Internship.**

 **Referred by:** **Mr. A.B. Trivedi**

**Dear Mr. S.K. Venkatraman,**

Greetings of the day!

This is to apply for an internship in your reputed organisation/institution **ABC PRQ Ltd.** I am perusing/have completed my **M.B.A.**, major with **Marketing**, since/in **2009**. I strongly believe that associating with your reputed organisation/institution will turn an ideal way for me to sharpen my knowledge and skills in **Sales** field and help me boosting my career to a new horizon.

I am referred to you by **Mr. A.B. Trivedi**. I am attaching his reference letter herewith for your kind reference.

My major achievements till now are listed below for your quick reference:

1. **I've scored Distinction marks in my graduation.**
2. **I've played Chess at National Level.**
3. **I've played Football at National Level.**
4. **I've been awarded for best performance in 1st Sem. Project.**
5. **I've been awarded for best performance in 2nd Sem. Project.**

I hereby attach my resume for your ready reference and kind consideration.

Thank you for showing your kind interest. I hope you will like my candidature and kindly allow me to serve your reputed organisation/institution. My phone number is **1234567890** and my email id is **shyam.modi@gmail.com**. I anticipate a positive response from your kind end.

Thank you

**Yours Faithfully,**

**Shyam Modi**

**Encl: 1) Resume Copy 2) Reference letter.**