

Mr. Shyam Modi
33, M.G. Road
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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.