

Date:

The Chairman
Department of Business Administration
School of Business & Industrial Development
Central University of Science & Technology

Through the academic coordinator of BBA program.

Subject: Application for internship request letter.

Dear Sir,

With due request, I am writing to express my keen interest for internship request letter to apply for internship placement in an organization. Recently, I have completed all my course work (126 credits) successfully majoringNow, I am interested to do my internship program with a highly growing organization. Consequently, I have selected a few numbers of organization to pursue my internship program. Name of the organizations with addressing persons' name are stated below:

Name of the organization	Addressing person
1.	
2.	
3.	
4.	
5.	

Therefore, I hope that you would be kind enough to provide me forwarding letters by which I can initiate to pursue my internship program.

Sincerely,

Name:

ID:

Batch:

Semester:

Department of Business Administration
School of Business and Industrial Development
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