

24 March, 2018

The HR Manager

Stuff India.

Sylhet, Bangladesh

Subject: Application for Internship.

Dear Sir,

I would like to inform you that I am a student of BBA (Major in Accounting Information and Systems) in Metropolitan University. Currently I am going through my last semester. After completing my Academic part of BBA program I would like to do internship in your institution. If you give me an opportunity, I would like to start in May, 2018 and if possible for a period of 3 months. I will be very grateful to you if you give me the opportunity to apply my creativity and talent in your institution.

I would highly appreciate if you are kind enough to give me the opportunity to complete my internship with your institution. I enclose a copy of my resume with this letter.

Sincerely Yours,

Md. Shadak Hossain Nijum

Student ID: 143-116-049

Metropolitan University, Sylhet