

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title/Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal for Internship Training

I am writing to propose an internship training program at [Company/Organization Name] for the period [start date] to [end date]. As a [Your Degree/Field of Study] student at [Your University/College], I am eager to gain practical experience and contribute to your esteemed organization.

The objectives of the internship are as follows:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

I am confident that my skills in [list relevant skills] will enable me to make a valuable contribution to your team. Additionally, I am enthusiastic about learning from industry professionals and further developing my skill set.

I would welcome the opportunity to discuss this proposal further and explore how I can contribute to [Company/Organization Name]. Please feel free to contact me at your convenience.

Thank you for considering my proposal. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Degree/Field of Study]
[Your University/College]