TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

**FROM**

**[Sender Name]**

**[Sender Title]**

**Sub:** Seeking Permission for working as an Intern

Respected Sir/Madam,

I am Joel Johnson, a final year student of IT Engineering at XYZ Institute of Technology. I’m writing to express my desire to serve as a Backend Developer intern for your organization for three months. I’ve been learning everything there is to know about coding and have been hoping for an opportunity to work with a thriving firm like yours.

I request you to kindly allow me to be a member of your Development team as this would be an excellent opportunity for me to learn everything there is to know about being a Developer and help me take a significant step further in shaping my future career. I commit to trying my best, dedicating my time to learning, and putting what I learn into practice throughout my time there. I am also sending my résumé, and I am prepared to go through an interview round to demonstrate my abilities and tenacity.

Looking forward to hearing from you.

Thank you.

Yours Sincerely,

**[Signature]**

Joel Johnson