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

Sir/Ma’am,

I am Jeremy Johnson, a final year student of BA English at GRD College of Arts and Science. I am writing to you to express my interest in the three-month training program that will be conducted from February to April. I have been learning all about journalism and have been waiting for an opportunity to work with an esteemed newspaper.

I request you to kindly permit me to be a part of your training program as this would be a great opportunity for me to learn all about being a journalist and a step that would help a great deal to shape my future career. I promise to do my best, dedicate my time to learn and put into practice whatever I learn during my time there.

Looking forward to hearing from you.

Thank you

Yours sincerely,

**[Signature]**

Jeremy johnson