Email Etiquette

Mrunal Somankar Pimpri,Pune-411018

[Somankarmrunal763@gmail.com](mailto:Somankarmrunal763@gmail.com) 4th December 2022

To,

John Maxwell

HR, The\_Company [abc@gmail.com](mailto:abc@gmail.com) Bangalore.

Respected Sir,

My name is Mrunal Somankar, and I'm emailing you to ask about a potential interning opportunity at your company. I'm a student of the Dr. D.Y. Patil Institute of Technology and am looking to gain additional experience in my field and learn more about the computer engineering industry. Your mentorship programme seems like it would be a good fit for my education and experience.

I'd appreciate any information you can provide on how to apply for the programme. You can reach me via email or on my cell phone at 343456-00000.

Thank you so much for your time. I really look forward to hearing from you.

Sincerely, Mrunal Somankar