Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,   
The C.T.O.   
SRIYOG Consulting Pvt. Ltd.   
Kamalpokhari, Kathmandu, Nepal   
  
**Subject: Applying for an Internship Opportunity**

Dear Sir,

I would like to request for an internship opportunity in your company. I have successfully completed my first round of interview and test on the second round. I would like to join as an unpaid intern with the following details mentioned and selected below.

| **Full Name** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| --- | --- | --- | --- |
| **Gender** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **D.O.B.** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Phone Number** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | ☐WhatsApp |
| **Email** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Name of College** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Semester** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Student ID #** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Type of Internship** | ☐Academic ☐Non Academic ☐Personal Growth ☐Others | | |
| **Internship Model** | ☐Hybrid ☐On Site ☐Cloud ☐Remote ☐Others | | |
| **Time Slot** | ☐Morning 7-9 AM ☐ Day 11-7 PM On-Site ☐Evening 8-10 PM | | |
| **Skills** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Emergency Contact #** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Internship Subject** | ☐Web Development ☐Mobile App Development ☐Social Media Management ☐Digital Marketing ☐Database Management ☐Business Development ☐Marketing ☐Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Duration of Internship** | ☐1 Month | ☐2 Months | ☐3 Months |

**Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**