To  
Human Resource Manager  
Telecom Training and Research Centre  
Kathmandu, Nepal

**Subject:** Request for Internship in Your Esteemed Organization

Dear Sir/Madam,

It gives me immense pleasure to introduce **Softwarica College of IT** to your esteemed organization. Our institution, affiliated with Coventry University, is committed to providing quality education in the field of information technology.

Our student, **Mr. Ujjwol Krishna Shrestha**, is eager to gain hands-on experience and enhance his technical and professional skills in the telecommunications sector. He is keen to apply his knowledge in a real-world setting, learn from industry professionals, and develop a deeper understanding of the field.

In this regard, we would be highly obliged if you could provide him with an internship opportunity at your esteemed organization. We believe that working with your team at the **Telecom Training and Research Centre** will be valuable learning experience for him and will contribute significantly to his professional growth.

We look forward to your positive response and the possibility of collaborating with your organization.

**Thank you.**

Yours sincerely,  
[Your Name]  
[Your Designation]  
Softwarica College of IT