

SAMPLE COVER LETTER

To,

The Concerned Authority,

(Name of the firm/organization)

Delhi.

Subject: Cover letter for application for internship from 1st December to 28th December.

Dear Sir/Madam,

For kind consideration of the concerned entity, I admit that I, Salmon Khan, am a 2nd year law student of Desi Kaanoon National Law School, Insta Nagar, currently pursuing my 3rd academic semester. I am keen to intern under your esteemed organization for four weeks from 1st December to 28th December.

I am sure interning under you will help me improve my skills. Due to my interest in legal issues, I will contribute immensely to your field.

I have a keen interest in writing, and I've also been debating at the school level. Also, I am a person who is comfortable with long travelling as it paves the way to explore new places and allows meeting people of different mindsets and differences. I have always tried to find something good and tried to do productive work in all conditions. There is always a better way of

doing anything, even if we feel that a particular method is the best to accomplish what I think I innovate.

I am attaching my CV for your kind perusal and will be grateful if I am allowed to intern at your office. Sir/ma'am, please let me know if you require anything else as a part of the internship application. Thank you for your time and consideration.

Yours sincerely,

Salmon Khan

2nd year student, BA.LLB (Hons.) course

Desi Kaanoon National Law School, Insta Nagar

Contact: +91-xxxxxxx99

DESI KAANOON