

# INTERNSHIP LETTER OF INTENT

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

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Dear \_\_\_\_\_,

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[Introduction, Reason for Writing]

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[Relevant Experience, Education, Soft/Hard Skills, How Skills Would Benefit Company]

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[Thank you, Call to Action]

Sincerely,

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Print Name]

