Template Motivation letter

Name:

Address:

Tel:

E-mail address:

Your Institution:

Subject: Motivation letter for Short Term Visit / Internship at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sirs, Madams,

I was very pleased when I learned about this opportunity to …………………….

Short description of your current activities:

Short description of your reasons to undergo an internship at this particular company:

Short description of the expected personal outcome ( what do you intend to learn):

What do you expect to do with the new knowledge after your return to your home country?