Your Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Organization Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

Recently I got through your advertisement on the internet saying that 'now is a great chance to become a part of Unalive USA'. On further reading, I got to know that Unalive is offering Volunteer work for students in its sales department. I decided to get myself enrolled for it and for this I am writing you this letter.

My name is Keith and I am a student of the University of [ABC] and doing BBA Honors. Working with the sales force will be exciting as I am currently doing my specialization in sales. I would love to put in my knowledge with your talented pool of sales to help promote growth and empowerment.

Working with one of the best will surely help me gain a better understanding of my area of interest and make me better able to work towards promoting it.

Looking forward to your reply.

Sincerely,

Your Name

Title