Your Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Organization Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

Your recent visit to my university made me very excited. A delegation from Nestle USA visited the University of [XYZ] and made a clear offer to students for volunteer work in any of the departments. You had this time invited everyone to join hands with you and become a part of Nestle.

Nestle is a big name. Working with your team will be a dream come true. I am currently doing my masters in HR and would love to serve my country with the changing HR needs by accepting challenges and producing results.

I hope to hear from you soon. Looking forward to your kind reply.

Sincerely,

Your Name

Title