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## How do i write an internship letter to a bank

In some instances, a businessperson must be firm and request that a customer or another business cease and desist its actions. For example, if a neighboring business is actively attempting to take business away from you by targeting your existing customers with its sales pitch as they leave your establishment, you might write a letter requesting that the business ceases its activities or you will take legal action against it. A back-off, or cease and desist, letter must be firm and clear to be effective. Type the date, and skip a line space. Type the manager's name, the business's name and the business address on separate lines. Skip another line space. Create the salutation by typing the person's name, followed by a colon. Do not type "Dear" before the name because that will soften the firm tone your letter needs. Tell the recipient to immediately cease the harmful actions. List the actions, with the relevant dates and times, and be specific about what you would like the recipient to stop. The specific details are important in case you need to take the recipient to court later; you will have evidence that you told the recipient to stop its activities. Use clear, matter-of-fact language, and avoid attacking the recipient personally. Explain what you will do if the recipient does not stop its actions. Do not make any threats that you are not willing to follow up on. For example, if you state that you will take the recipient to court, be prepared to do so. Provide your contact information, such as your telephone number or email address. If the recipient contacts you, save the email or write down the details of the call. Keep these communications as evidence in case the matter goes to court. Type "Sincerely" and skip three lines. Print the letter on your company letterhead, and sign your name above your typed name. Mail the letter with signature confirmation so you have evidence that the recipient received your letter. By Dr. Mary Dowd Updated June 30, 2018 Imagine yourself monitoring activities on Capitol Hill, observing exotic animals at the Cincinnati Zoo or conducting research in the Smithsonian Institute. These and other exciting internship opportunities can teach you valuable hands-on skills that may dramatically jump-start your career. The application process starts with writing an impressive letter of intent explaining how you and the organization could mutually benefit, if you are given the opportunity to show what you can do as the selected intern. Internship openings, including application directions, are typically posted online to attract qualified students from around the county. Generally, you will be asked to mail or upload a letter of intent that explains your interest in the internship position. In addition to a letter of intent, you will likely need to provide a resume and letters of recommendation. Follow the standard business format to write your letter of intent. A professional image is important. The top of the page should include your name and contact information. You may center the text to make it stand out or type it flush left. Consider adding your email. Skip two lines and note the date of your letter. Jane Doe 143 College Lane Collegeville, MN 56001 (303) 444-5555 Next, include the name of the person who is in charge of the internship process. That information may be found on the organization's website or somewhere in the application instructions. If you cannot identify the right person, generically address the letter to the internship coordinator. Internship CoordinatorMarina AquariumOcean RoadStingray Bay, CA 90202 Dear Internship Coordinator: A letter of intent focuses on what you intend to learn and how it will help you achieve your long-term career goals. Start by expressing enthusiasm for the internship position. Mention your relevant academic achievements, pertinent coursework and reasons why you are eager to apply. I am excited to submit this letter of intent for the summer internship at Marina Aquarium, which perfectly aligns with my dream of being a marine biologist. Currently, I am a junior at [college name], where I have excelled in rigorous biology classes such as zoology, ichthyology and herpetology. In high school, I took several science- and math-related Advanced Placement classes because I knew at an early age that I wanted to be a scientist. What I need now is the real-world experience in oceanography that this internship will provide. Write two or three paragraphs diving into the details of what makes you uniquely qualified for the internship. Describe any related jobs, leadership roles, volunteer work, skills and research projects. Don't worry if you don't have a lot of directly related experience – that is what internships are for. The letter of intent is your chance to shine a light on your drive, passion, enthusiasm and limitless potential just waiting to be tapped. Briefly discuss how the internship will help you succeed in your field of study. I am especially interested in the internship at Marina Aquarium because I share your organization's commitment to sustainability. As president of the ecology club, I led an effort to increase the school's recycling efforts. Last summer I worked part-time for the Department of Natural Resources analyzing water samples from area lakes. As a volunteer for the Humane Society, I am trained and experienced in animal care and handling, which would be an asset in assisting with your sea otter program. Further, I am an excellent public speaker as evidenced by my awards on the debate team. I am confident in my ability to present lively educational programs to aquarium visitors. This internship experience would offer me practical skills and great personal rewards. Recap your reason for seeking the internship. Express appreciation for the opportunity to have your materials reviewed. Mention the best times of reaching you, preferably during normal business hours. I cannot think of a better way of spending the upcoming summer than interning at Marina Aquarium. I am eager to apply the theories I have studied in the classroom. I would appreciate an opportunity to talk further about my application. I am easiest to reach weekday afternoons between 3 and 5 p.m. or anytime on weekends. Thank you in advance for reviewing my application and considering how I might contribute to your team. Ask a friend with an eye for detail to proofread your letter. Fix any errors, sign the letter and submit. With luck, you will soon hear back and ultimately be accepted.

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