

Dear Sir / Madam,

I am a second year student at the Vocational School of Health Services, Department of Health Institutions Management at Bursa Uludağ University, Turkey. I would like to carry out my mandatory internship at your hospital between xx.xx.20xx and xx.xx.20xx under Erasmus+ programme. The dates could be flexible, but not beyond 30th of September. I can work within the subsections of hospital management department at your institution.

Since I have studied and learned well during my two-year degree, I believe I can usefully contribute to your institution with this internship opportunity as well as myself. If your answer is positive, I can start to prepare the official documents as soon as possible. Thank you for your interest in advance.

I am looking forward to hearing from you.

Kind regards,

Mr.

E-mail:

Dear Sir / Madam,

My name is and I am a bachelor degree student (3rd year) of Electrics and Electronics Engineering, Faculty of Engineering at Bursa Uludağ University, Turkey.

Currently I am looking for an Erasmus+ internship between the dates xx.xx.20xx and xx.xx.20xx. The dates could be flexible, but not beyond 30th of September. My key desired areas for internships are intelligent control systems, circuit design, machine2machine interfaces, and smart home systems. Since I have studied and learned well during my education, I believe I can contribute, cooperate and assist your institution / company in these areas.

The goal of this inquiry letter is to understand whether you are able to provide such internship and what are the possibilities to start working in your institution / company from June 20th this year. If there are any possibilities for internship, I would like to discuss it with you in a more detailed way and provide more information about myself. If your answer is positive, I can start to prepare the official documents as soon as possible.

Many thanks for considering my request. I am looking forward to hearing from you.

Kind regards,

Ms.,

Email: