

Thank you for your interest letter (subject on top)

To,

Mr./ Mrs./ Ms. (full name of applicant)

Date: dd/mm/yy

Dear Sir/ Madam/ Full name of the applicant,

We thank you for your interest in our esteemed organization (your organization name).

We have received your application for interning with us for the coming six months in the marketing department. We are currently reviewing your application to match the skill sets we require for this position. So, we look forward to having the same zeal and enthusiasm on board which you have shown in your application. However, if the skill sets do not match with the current portfolio opening, we will have to keep your application on hold and review it for any future openings.

In the meanwhile, we would like to take this opportunity in congratulating you for initiating the first step towards choosing your career. We wish you the best for your future.

Please feel free to reach out to us for any further concerns or queries at the given numbers and email id below.

Thanking you.

Yours sincerely,

(Your name)

(Your designation)

(Your company name)

(Your contact information)