To,

Henry Brown

Head, HR department

Marks and brown’s solutions

4-g, Tim Street, London

47032473004

12th June 20xx

Subject: Letter of intent for sales and marketing training

Respected Mr. Brown,

I, Fred Flintstones would like to express my intent to be a trainee under the sales and marketing department of your company. As per the training position opening in the newspaper ‘London Times’, I apply for the position and hope that my credentials and qualifications will help me earn this opportunity.

I have completed my graduation in business administration from University of Leeds in the year 20XX and also pursued a diploma course in sales and marketing as well. I have keen interest in this field and I am of the view that this, position in your reputed company will help me to develop my knowledge, skills and passion.

I am attaching my resume along with this letter.

Thanking you

Fred Flintstones