



Writing a Request Information Email to a Company

Example

1. Enter email and subject completely

- Verify the correctness of the recipient's email
- Write the email subject clearly and aligned with the intended purpose.

2. Body in email

- 1) Salutation
 - It's best to start with "Dear" and state the recipient's name clearly.
- 2) Body
 - Introduce yourself and the subject.
 - State the purpose of a request email
 - If there are any files, please attach them at the end of the email.
- 3) Closing
 - Close the email with a thank you expression or regards, followed by your name and contact information.

3. Verify Correctness

- Check the accuracy of the content and spelling before sending.

(HEAD) Apply for an internship in Culinary Trainee position.

(TO) HR_abc@abc.co.th

(BODY)

Dear Mukkika Gunya,
Human Resources Department,
ACB Hotel:

My name is Rungthip Poonna,
I am currently studying in the third year of Culinary Arts and Kitchen Management program at Dusit Thani College, Bangkok.

I am writing to express my interest in applying for the internship position, scheduled from 5 August 2023 to 3 January 2024

I have strong passion and interest in this field and wish to develop various skill as deemed appropriate by the hotel.

I have attached my resume and the required documents as specified in the internship application announcement for your review.

Attachments

1. Grade Report, Resume
 2. Requests for Supervised Field Training and Acceptance Letters
- (Please kindly return the accepting letters)

Thank you for your consideration.

Best Regards,
Rungthip Poonna
Email: 2101101120007@dtc.ac.th
Tel. 123-456-7890