Date:

To

[The Recipient]  
[Business Name]

Dear Dad,

I hope you and mom are fine. I wanted to tell you that my final exams for the current semester are ending on 3rd June 20XX. However, I will not be able to come home for the summer holidays.

Our teachers have been emphasizing gaining practical knowledge through internships and jobs. As this is my second last semester, my thesis instructor referred me to ABC Limited, and suggested, that I work there for the three months of my holidays. My instructor has also talked to the principal, and he has allowed me to stay in the hostel during the summer holidays. The opportunity is good, and the company is paying me enough to cover my next semester's fees. Also, if they like my work, they will offer me a position, that I can join after I graduate. I believe that this job would add to my credentials as well as would prove to be a great learning experience.

I hope you will allow me to join this job. I understand that you and mom have been waiting for my visit, and I miss you guys a lot as well, but I do not want to miss this opportunity, which may prove to be helpful in my career building. I know mom would be upset, please make her understand.

Love you both. Thank you.

Love,

Your son.