

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship training opportunity at [Company's Name] as advertised [mention where you found the internship listing]. I am currently a [your current status, e.g., sophomore student] at [Your University] majoring in [Your Major], and I am eager to gain practical experience in [area of interest].

During my academic career, I have developed skills in [mention relevant skills or courses], which I believe will enable me to make a meaningful contribution to your team. I am particularly drawn to [specific project, value, or mission of the company], and I am excited about the possibility of working alongside experienced professionals in the industry.

I am available to begin the internship on [start date] and would be thrilled to contribute during [duration of the internship]. I have attached my resume for your review, and I would appreciate the opportunity to discuss how my education and skills can benefit [Company's Name].

Thank you for considering my application. I look forward to the possibility of contributing to your team and growing through this internship experience.

Sincerely,
[Your Name]