

[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 applying for the internship training position at [Company's Name] as advertised on [where you found the internship posting]. I am currently a [your current status, e.g., sophomore, junior, etc.] studying [your major] at [Your University], and I am eager to gain practical experience in [specific field or area of interest].

During my studies, I have developed strong skills in [mention relevant skills or experience], which I believe will be beneficial for the internship position. I am particularly drawn to [specific aspect of the company or project] and would be excited to contribute to [specific goals or projects of the company].

I am available for the internship from [start date] to [end date] and am flexible with hours. I am enthusiastic about the opportunity to learn from your team and apply my knowledge in a professional setting.

Thank you for considering my application. I look forward to the possibility of discussing my application in further detail.

Sincerely,  
[Your Name]