

[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 an internship training opportunity at [Company's Name]. I am currently [your current academic status or institution] and am eager to gain practical experience in [specific field or area of interest].

I am particularly drawn to [Company's Name] because [reason related to the company or its projects]. I believe that my skills in [relevant skills or experiences] would enable me to contribute positively to your team while also learning from the expertise of professionals at your organization.

I would greatly appreciate the opportunity to discuss any internship openings available during [potential timeframe for internship]. I have attached my resume for your consideration.

Thank you for considering my request. I look forward to the possibility of contributing to [Company's Name] and learning from your talented team.

Sincerely,
[Your Name]