

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for Internship Training

I am writing to express my intent to apply for the internship position at [Company/Organization Name] as advertised [mention where you found the listing]. With my background in [Your Field/Area of Study] and a passion for [related interests], I am eager to contribute to your team and gain hands-on experience.

I am currently pursuing a degree in [Your Degree] at [Your University/College] and have developed skills in [mention relevant skills or experiences]. I am particularly drawn to [specific aspect of the company or position that interests you], and I believe this internship would be an invaluable opportunity for my professional growth.

I am keen to bring my [mention any relevant qualities or skills] to [Company/Organization Name] and support your goals while learning from your esteemed team. I am available for an internship starting [mention your availability] and am flexible regarding the duration and full-time/part-time nature of the position.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. Please find my resume attached for your reference.

Sincerely,

[Your Name]

[Attachment: Resume]