

[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 [where you found the internship posting]. I am currently a [Your Major] student at [Your University] and am eager to gain practical experience in [specific field/industry].

I have developed relevant skills through my coursework and projects, including [mention any relevant skills or experiences]. I believe my background in [specific skills or experiences] makes me a suitable candidate for this internship.

I am excited about the possibility of bringing my unique talents to [Company's Name] and contributing to [specific goals or projects of the company]. Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]