

[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 listing]. I am currently a [Your Year, e.g., junior] student at [Your University/College] majoring in [Your Major].

I am eager to gain practical experience and apply my academic knowledge in a real-world setting. [Briefly explain why you are interested in the internship and what skills you can bring to the company.]

I have attached my resume for your consideration. I would appreciate the opportunity to discuss this internship further and learn more about [Company's Name]. Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]