

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

Dear [Recipient Name],

I am writing to express my interest in the BTech internship position at [Company Name] as advertised on [where you found the listing]. I am currently pursuing a Bachelor of Technology in [Your Major] at [Your University] and am eager to apply my knowledge and skills in a practical, real-world setting.

During my academic career, I have developed a strong foundation in [mention relevant skills or topics], which I believe would make me a valuable asset to your team. I have completed projects on [briefly mention relevant projects or experiences], and I am proficient in [mention any relevant software or tools].

I am particularly drawn to [Company Name] because of [mention something specific about the company or its projects that you admire]. I am excited about the opportunity to contribute to your team and learn from the talented professionals at [Company Name].

I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address]. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed company.

Sincerely,  
[Your Name]