

[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 [specific position name] internship offered by [Company Name], as advertised [mention the source, if applicable]. I am currently pursuing a Bachelor of Technology in [Your Major] at [Your University], and I am eager to apply my skills and knowledge in a practical setting.

I have developed a solid foundation in [mention relevant skills or subjects], and I have completed projects that [briefly describe relevant projects or experiences]. My coursework and hands-on experiences have given me the ability to [mention relevant skills or traits], making me a suitable candidate for this position.

I am particularly attracted to [Company Name] because [mention something specific about the company or its projects that interests you]. I believe that my background in [Your Major] and my passion for [related industry or field] will allow me to contribute effectively to your team.

I have attached my resume for your review, and I would appreciate the opportunity to discuss how my skills and interests align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] and gaining valuable experience.

Sincerely,  
[Your Name]