

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

Dear [Recipient's Name],

I am writing to submit my documents for the internship position at [Company/Organization Name] as per our prior communications. Enclosed with this letter are the required documents:

1. [Document 1: e.g., Resume]
2. [Document 2: e.g., Cover Letter]
3. [Document 3: e.g., Transcript]
4. [Any additional documents]

I appreciate the opportunity to apply for this internship and am eager to contribute my skills to your team. Please do not hesitate to reach out if you need any further information.

Thank you for considering my application.

Sincerely,  
[Your Name]