

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship position at [Company/Organization Name] as advertised on [where you found the internship listing]. I am currently a [Your Year, e.g., sophomore, junior] student pursuing a degree in [Your Major] at the Indian Institutes of Technology (IIT) [Your Campus].

I am particularly drawn to this internship opportunity because [reason you are interested in the company/industry]. I believe my skills in [mention relevant skills or experiences] align well with the objectives of your team.

During my time at IIT, I have gained experience in [mention relevant coursework, projects, or extracurricular activities]. Additionally, I have developed proficiency in [mention any relevant tools, technologies, or programming languages].

I am excited about the possibility of contributing to [Company/Organization Name] and learning from your esteemed team. 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 opportunity to discuss my candidacy further.

Sincerely,

[Your Name]
[Your IIT Roll Number, if applicable]