

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

KPMG

[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my gratitude for the opportunity to intern with KPMG during the summer of [Year]. I am excited to join your team and contribute to [specific project/company initiative], while further developing my skills in [relevant field or area].

I am currently a [Your Year, e.g., sophomore] at [Your University] majoring in [Your Major] and have gained valuable experience in [related skills or experiences]. I believe this internship will be a significant stepping stone in my professional journey.

Please let me know if there are any documents or forms you require prior to my start date on [Start Date]. I look forward to meeting everyone and contributing to the exciting work at KPMG.

Thank you once again for this incredible opportunity.

Sincerely,  
[Your Name]