

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

[Recipient Name]  
[Recipient Title]

NTPC Limited

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

Dear [Recipient Name],

Subject: Application for Internship Program

I am writing to express my interest in applying for the internship program at NTPC Limited, as advertised [mention where you found the internship listing]. I am currently pursuing a [Your Degree] in [Your Major] at [Your University], and I am eager to gain practical experience in the field of [relevant field related to NTPC].

My academic background has provided me with a solid foundation in [mention relevant courses or skills], and I am particularly interested in [specific area of interest related to NTPC's work]. I am enthusiastic about the opportunity to contribute to your team and learn from the esteemed professionals at NTPC.

Attached to this letter, you will find my resume, which provides further details about my educational background and experience. I am looking forward to the possibility of discussing my application in more detail. Thank you for considering my application. I hope to hear from you soon.

Sincerely,  
[Your Name]