

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Internship Application for PG Diploma

I am writing to express my interest in pursuing an internship at [Company's Name] as part of my PG Diploma program in [Your Field of Study] at [Your Institution's Name]. The opportunity to work with [Company's Name] aligns perfectly with my academic background and career aspirations.

I am particularly drawn to [specific projects, values, or goals of the company], and I am eager to learn and contribute to your team. My background in [relevant skills or experience] has equipped me with skills in [specific skills or tools relevant to the internship].

I am available for the internship from [start date] to [end date] and can commit to [mention your availability: full-time/part-time]. I believe that my [mention any relevant achievements or experiences] will allow me to contribute effectively to your projects.

Please find my resume attached for your consideration. I would be grateful for the opportunity to discuss my application further. Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]