

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

Office of Internships
Ujjain University
[University Address]
Ujjain, Madhya Pradesh, [Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for an internship position at Ujjain University. I am currently a [Your Year, e.g., "third-year"] student pursuing a [Your Degree, e.g., "Bachelor of Arts in Sociology"] at [Your College/University Name].

I am particularly drawn to this internship opportunity as it aligns with my academic interests and career goals. Through my coursework and previous experiences, I have developed skills in [mention relevant skills or areas of expertise].

I am enthusiastic about the chance to contribute to your team while gaining hands-on experience in [mention specific area or department related to the internship]. I believe that this internship will provide me with invaluable insights and allow me to apply my theoretical knowledge in a practical setting.

I have attached my resume for your review. I am looking forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application.

Sincerely,
[Your Name]