

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

WFSB

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

Dear [Recipient's Name],

I am writing to express my interest in an internship position at WFSB for the [specific semester, e.g., Summer 2024]. I am currently a [your year, e.g., junior] at [Your University] majoring in [Your Major]. I have a strong passion for journalism and media, and I believe that WFSB would provide an invaluable opportunity for me to grow and learn in a professional environment.

During my academic career, I have gained experience in [mention relevant experiences, e.g., writing, broadcasting, digital media]. I am particularly drawn to WFSB's commitment to [mention any specific aspect of WFSB that interests you], and I am eager to contribute my skills to your team.

I would appreciate the opportunity to discuss my application further and explore how I could support the exceptional work at WFSB. Thank you for considering my request for an internship. I look forward to the possibility of contributing to your team and learning from your talented professionals.

Sincerely,
[Your Name]