

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., junior] at [Your University] majoring in [Your Major]. I am writing to express my interest in the internship opportunity at WLEX for the upcoming [specific term, e.g., summer 2024].

I have a strong passion for [relevant field, e.g., journalism, broadcast media], and I am eager to gain valuable hands-on experience in a professional environment. I have [briefly mention your relevant experience, skills, or coursework], which I believe will make me a valuable addition to your team.

I would appreciate the opportunity to discuss how I can contribute to WLEX while further developing my skills and knowledge in the field. I am looking forward to the possibility of working with your esteemed team.

Thank you for considering my application. I look forward to your response.

Sincerely,
[Your Name]