

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Recipient Name]
[Department/Office Name]
YRD College
[College Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the internship opportunity at YRD College as advertised [where you found the internship listing]. I am currently a [Your Year, e.g., junior] majoring in [Your Major] at [Your University], and I am eager to apply my skills and knowledge in a practical setting.

During my studies, I have developed a strong background in [relevant skills or areas of study], and I am particularly passionate about [specific interests related to the internship]. My experience with [mention any relevant experiences, projects, or coursework] has equipped me with the necessary skills to contribute effectively to your team. I am excited about the possibility of working at YRD College, known for its commitment to [mention any known attributes of the college or department], and I believe this internship will be invaluable in shaping my career. I am looking forward to the opportunity to learn from esteemed professionals in the field while contributing my enthusiasm and dedication.

Thank you for considering my application. I hope to discuss my candidacy further and am looking forward to your response.

Sincerely,
[Your Name]