

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office Name]
Zhejiang University
[University Address]
[City, State, Zip Code]
Dear [Recipient's Name],

I am writing to express my interest in the internship opportunity at Zhejiang University. I am currently a [Your Year, e.g., second-year] student pursuing a degree in [Your Major] at [Your University].

I am particularly drawn to Zhejiang University because of [specific reason related to the university or department]. I believe that this internship will provide me with invaluable experience and enhance my academic and professional development.

I am eager to contribute to [specific projects or areas of interest related to the internship] and learn from the esteemed faculty and researchers at ZJU.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]