

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

[Recipient Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am a student at VK University, currently pursuing a degree in [Your Major/Field of Study].

I am writing to [state the purpose of the letter, e.g., request an internship opportunity, seek advice, discuss a collaboration, etc.].

[Briefly explain your background, qualifications, or any previous experiences that are relevant to your request or the purpose of your letter. Be concise and to the point.]

I believe that [explain how this opportunity or proposal could benefit both you and the recipient or their organization].

I would greatly appreciate the opportunity to discuss this matter further. Please let me know a convenient time for you, or feel free to reach out to me at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]