*[Receiver’s Address]*

Designation

Institutional Affiliation

City

*[Date]*

21-April-2023

[*Salutation*]

Sir/Ma’am or Dear Sir/Ma’am

I'm writing this letter to express my interest in internship programme of *[company name]*’. I learnt about your organisation via my institution's student placement centre, and while browsing your website, your outstanding work in*[industry name]* arouse my interest to be part of it.

I'm now pursuing B.Techat *[institution name]*, where I'll graduate *[graduation year]*. In addition to my  *[subject area]*and experience, I specialise in *[interest/subject area]*. The opportunity to do my internship with *[business name]*I believe will expand my knowledge and experience to progress in my profession. I aim to work with an organisation like *[business name]*after college to get hands-on experience, *[professional goal]*, and eventually *[professional goal]*. With the correct opportunity and professional experience with well-known clients, I believe I can achieve my goals. I previously interned at [business name], where I worked on important projects for their major customers. I had the chance to learn and use  *[name of technical skills/tools learned]* during the internship. I also learnt *[example of initiative and outcome]*. Given that you are seeking to expand your *[team name]*, I feel my understanding of *[subject area]* may be of value to you.

If you have any questions that you would like me to address, please contact me on *[contact details].*

Looking forward to hearing from you,

*[Closing Signature]*

Signature

(Full name)

Name of Place