Aayushi Puri

Street Address  
City, ST ZIP Code

Telephone

Email

Date

Recipient Name

Title

Company Name

Street Address  
City, ST ZIP Code

Respected sir/ma’am,  
  
I am writing to express my sincere interest in the legal internship opportunity with you or at your office/firm/org. [Organization’s Name]. With [mention relevant qualification or experience], I am excited about the prospect of contributing to your esteemed team and gaining valuable experience in [mention specific area of law or practice].  
  
Your organization’s outstanding reputation for [mention any notable achievements or areas of expertise] deeply resonates with my career aspirations. Enclosed is my resume, which highlights my academic background and relevant skills.  
  
I am particularly drawn to [Organization’s Name] because of its commitment to [mention any specific values or initiatives].  
  
Thank you for considering my application. I am eager to discuss how my passion for law and dedication to excellence can contribute to the success of [Organization’s Name]. I am available for an interview at your convenience and look forward to the opportunity to further discussions about my qualifications and how I can contribute to your team.

Sincerely,

Aayushi Puri

Enclosure