To\_\_\_\_\_\_\_\_\_\_  
Designation  
Company  
Address  
City

Subject: Application for Internship

Dear Sir or Madam,  
My name is Anusha Acharya. I am writing to apply for the internship in your prestigious organization. I am doing Diploma in Computer Science and Engineering from Indira Shiva Rao Polytechnic College. I have attached a copy of my CV. I am interested in doing an internship with a highly growing company like yours.

I request you to allow me to do an internship and maximize learning from the organization. I would be happy to work with a small dynamic group. I am available for an interview at any time. So I look forward to hearing from you very soon.  
Sincerely Yours,

[Signature]

Anusha Acharya