

Letter of Intent for Internship Opportunity

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to express my interest in the internship opportunity at [Company's Name] as advertised on [where you found the internship listing]. I am currently a [Your Year, e.g., sophomore] at [Your University] majoring in [Your Major], and I am eager to gain hands-on experience in [Industry/Field].

I am particularly drawn to [Company's Name] because [specific reason related to the company or its projects]. I believe my skills in [relevant skills or experiences] will be beneficial for your team.

Enclosed with this letter is my resume, which provides further details about my academic background and experiences. I am excited about the possibility of contributing to [Company's Name] and learning from the talented professionals in your organization.

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

Sincerely,
[Your Name]