

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Customer Service Internship position at [Company's Name] as advertised on [where you found the internship posting]. I am currently a [Your Year, e.g., sophomore] at [Your University/College], majoring in [Your Major], and I am eager to apply my skills in a real-world setting, particularly in the telecommunications sector.

Sincerely,

[Your Name]