

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the internship position at [Company's Name], as advertised [where you found the internship posting]. With a passion for hospitality and event management, I am excited about the opportunity to contribute to your team and gain hands-on experience in the dynamic field of event planning.

During my studies at [Your University] pursuing a degree in [Your Major], I have developed a strong foundation in customer service and event organization, which I believe would be beneficial for [Company's Name]. My experience volunteering for various events has taught me the importance of attention to detail, teamwork, and the ability to handle diverse challenges in high-pressure situations.

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its values]. I admire your commitment to [mention any relevant initiatives or projects], and I am eager to learn from a team that values excellence in hospitality.

I am confident that my skills and enthusiasm make me an ideal candidate for this internship. I look forward to the opportunity to discuss how I can contribute to your team. Thank you for considering my application.

Sincerely,

[Your Name]