Internship Application for Event Planning

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 position in event planning at [Company's Name] as advertised on [where you found the listing]. With a background in [your major or area of study] and a passion for organizing successful events, I am excited about the opportunity to contribute to your team.

I have developed skills in [mention relevant skills, e.g., project management, communication, logistics planning] through my academic projects and volunteer experiences. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its events], and I believe my proactive attitude and attention to detail will be an asset to your team.

I am eager to learn and am committed to putting my best effort into this internship. I would love the opportunity to discuss how my skills and ambitions align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of contributing to your upcoming events.

Sincerely,

[Your Name]