

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

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

Dear [Recipient's Name],

I am writing to express my interest in the Stage Management Internship position at [Company/Organization Name] as advertised on [where you found the internship posting]. With a strong background in theater production and stage management, I am eager to contribute my skills and passion for the performing arts to your esteemed company.

During my studies at [Your School/University], I have gained hands-on experience in coordinating rehearsals, managing stage operations, and collaborating with directors and performers. My dedication to ensuring a seamless production process has equipped me with the ability to work under pressure and maintain a positive atmosphere for the entire team.

I am particularly impressed by [specific project or value of the company] and am excited about the opportunity to contribute to such innovative work. I am confident that my proactive approach and commitment to excellence will make me a valuable addition to your team.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further. Please find my resume attached for your review.

Sincerely,
[Your Name]