

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in an internship opportunity focused on public speaking at [Company/Organization Name]. With a passion for effective communication and a strong commitment to personal and professional development, I am eager to contribute to your team while honing my skills in public speaking.

During my academic career at [Your School/University], I have actively participated in various events and workshops related to public speaking, which have helped me build confidence and improve my persuasive communication skills. I am particularly drawn to [specific aspect of the company/organization], and I believe that an internship with your team would provide me with invaluable experiences.

I would be thrilled to discuss any potential internship opportunities available in your organization. I am available for an interview at your convenience, and I look forward to the possibility of contributing to your team's success.

Thank you for considering my inquiry. I hope to hear from you soon.

Sincerely,  
[Your Name]