

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the supply chain internship position at [Company Name] as advertised on [where you found the internship]. I am currently a [Your Year, e.g., junior] majoring in [Your Major] at [Your University]. My academic background and relevant experience have prepared me well for this opportunity.

During my studies, I have gained knowledge in logistics, inventory management, and supply chain optimization. Additionally, my recent internship at [Previous Company] allowed me to work closely with supply chain teams, where I developed my skills in data analysis and process improvement.

I am eager to contribute my passion for supply chain management to [Company Name] and learn from your esteemed team. I would appreciate the opportunity to discuss my application further.

Thank you for considering my request. I look forward to the possibility of contributing to your team and gaining invaluable experience in the supply chain field.

Sincerely,

[Your Name]