

Letter of Expression of Interest

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

[Recipient's Name]
[Agency's Name]
[Agency's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship programs offered by [Agency's Name]. As a [Your Major/Field of Study] student at [Your University/College], I am eager to gain practical experience and contribute to your organization's mission of [Briefly Mention Agency's Mission].

Through my coursework and volunteer experiences, I have developed a strong passion for social services and a commitment to helping others. I believe that interning with your agency will not only allow me to apply my skills but also enhance my understanding of the challenges faced in our communities.

Please find my resume attached for your review. I would appreciate the opportunity to discuss my application further and learn more about how I can contribute to your team. Thank you for considering my application.

Sincerely,

[Your Name]