

Letter of Intent for Internship Program

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to express my interest in the internship program at [Company/Organization Name]. Currently, I am a [Your Year, e.g., sophomore] at [Your University/College Name], pursuing a degree in [Your Major]. I am eager to apply my skills and knowledge in a dynamic environment while contributing to your team.

Throughout my academic career, I have developed a strong foundation in [Mention Relevant Skills/Knowledge]. I am particularly drawn to [Company/Organization Name] because of [Reason why you are interested in the company]. I believe that this internship opportunity will greatly enhance my professional development and help me gain valuable industry experience.

Please find my resume attached for more details about my background and experiences. I am available for an interview at your convenience and look forward to the possibility of contributing to your team.

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

Sincerely,
[Your Name]