**To Place:**   
The Human Resource Department, Date:  
Company Name,  
Address.

Sub: Application for ……………… Internship.

I am **[Your name]**, recently completed my **[Qualification]** from **[College/University name**] I am very interested in the …………………internship with the **[Company name].**

I am confident that my experiences, skills, and strong interests will make me a suitable candidate for this internship program. I am a firm believer that doing an internship with a reputable organization like yours will increase my knowledge. At the same time, I want to contribute to the organization with my knowledge and expertise.

I have enclosed my resume with more details on my education and skills and look forward to discussing my qualifications with you.

You can contact me at mobile number **9452XXXX50** (or) **email id xxxxxxxxx@gmail.com**. Thank you for your time and consideration. I look forward to the opportunity.

Sincerely,  
Your name,  
Signature.