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

Sub: Seeking ………………. internship at **[Company Name]**.

Dear Sir/Madam,

I am [Your name], recently completed [Education] from [College/University Name]. According to your advertisement on Naukri.com, for …………………… internship position at [Company Name], I wish to apply for this position.

I have the necessary knowledge and skills required for this internship. My deep understanding of ………….. **[Subjects]**, strong communication and interpersonal skills can make me an ideal candidate for this internship.

I believe that my knowledge and skills make me an excellent candidate for this internship in your organization.

I would like to make use of this opportunity to prepare for my future job search process after college.

Please reach me at mobile number **8545XXXX25** (or) via my email **xxxxxxxxxx@gmail.com**. Thank you in advance for your time.

Yours sincerely,  
Your name,  
Signature.