

Formal Letter Template

Subject: Application for Legal Internship

Dear [Hiring Manager's Name],

I am writing to apply for the legal internship position at [Law Firm/Organization Name]. As a [current year] law student at [University Name], I have developed strong analytical and research skills, particularly in [specific area of law], and I am eager to contribute to your firm while gaining practical experience.

My coursework and prior experiences, including [previous internships, moot courts, or relevant projects], have prepared me to assist with legal research, drafting documents, and supporting case preparation effectively. I am confident that my dedication, attention to detail, and passion for law make me a strong candidate for this internship.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,

[Your Name]

[Contact Information]

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