

## Professional letter aimed at internship application

Subject: Application for Internship in [Department/Field]

Dear [Supervisor Name],

I am writing to apply for the internship position in [Department/Field] at [Company Name]. As a [Student/Recent Graduate] in [Field], I have gained experience in [Skills/Projects] and am eager to develop my professional skills further.

I am motivated by the opportunity to learn from your team and contribute meaningfully to ongoing projects. Thank you for considering my application.

Sincerely,

[Your Name]

[Contact Information]

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