

Formal and Official Internship Letter

Dear [Title and Name],

I am submitting my application for the [Position Title] internship at [Organization Name]. I am currently pursuing a degree in [Your Major] at [University Name] and am highly motivated to gain practical experience in [Industry/Field].

My academic training in [specific courses or skills] has prepared me to assist your team effectively. I am committed to applying my knowledge professionally and contributing to your ongoing projects.

I appreciate your time and consideration and would welcome the opportunity for an interview at your convenience.

Sincerely,

[Your Name]

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