[Sender Name]
[Sender Address, City Name, Zip Code]

[Date]

[Recipient Full Name]
[Recipient Designation]
[Organization Name]
[Recipient Address, City Name, Zip Code]

Dear [Recipient Last Name],

I would like to extend my thanks for taking out time to interact with me about the [Internship Program Name] internship opportunity at the [Organization Name]. I am enthusiastic about the chance to work with your award-winning team members.

The internship program appears to be a god-sent opportunity for me to have real-life experience and will enhance the skills I have acquired as a junior reporter for my university newspaper.

I am deeply passionate about narrating stories, which create a difference. I covered a local election recently when I found out that one of the campaigns was spreading incorrect details among students.

Thanks to my timely and accurate reporting, the candidate acknowledged their mistake and apologized publicly. I look forward to getting a chance to continue creating a difference. I believe I can achieve the same at [Organization Name] on a larger scale.

Thank you once again for considering me for this internship program. I have been following your newspaper and magazines for many years now. I am extremely interested to be a part of it. Kindly let me know whether you need any other answers or additional information or not.

*Sincerely,*

*[Sender Name]*