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

[Sender Email Id]

[Date]

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

Dear Mr. / Mrs. [Recipient Last Name],

I am grateful for your taking the time to discuss with me the [Internship Program] position available at [Organization Name]. I am thrilled about the opportunity to intern with such an established organization.

The internship program as you discussed, appears to be a great match for my interests and skills. I feel confident that my advanced degree in accounting will help me to become a productive team member. Apart from my enthusiasm, I will be willing to learn about the organization and the accounting field as well.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you. If I can provide you with additional information, please let me know.

Thank you for your consideration.

Sincerely,

[Sender Signature]

[Sender Name]