Subject: Application: [Internship title] (Ref: [number]) – [Your Name]

Dear [Mr/Ms Surname] / Dear Recruitment Team,

Please find attached my application for the [internship title] advertised on [where you found it].

I have attached my application letter, CV and [other documents, e.g. academic record, ID copy].

Thank you for your time. I look forward to hearing from you.

Kind regards,
[Your Full Name]
[Cell number]

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