

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific internship position] at [Company's Name], as advertised [mention where you found the internship posting]. I am currently a [your current status, e.g., "junior at XYZ University majoring in ABC"] and am eager to apply my skills and passion for [related field/industry] in a professional setting.

During my academic career, I have [briefly describe relevant coursework, projects, or experiences], which has equipped me with a strong foundation in [mention relevant skills or knowledge]. Additionally, my experience at [mention any previous internship, job, or volunteer work] allowed me to further develop my skills in [specific skills or areas relevant to the internship].

I am particularly drawn to this internship at [Company's Name] because [explain why you are interested in this company/position and how it aligns with your career goals]. I am excited about the opportunity to contribute my skills in [specific skills or tools related to the internship] and learn from the esteemed professionals at your organization.

Enclosed is my resume for your review. I look forward to the possibility of discussing how I can contribute to your team and am available for an interview at your convenience. Thank you for considering my application.

Sincerely,
[Your Name]