

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

Dear [Recipient Name],

I am writing to express my interest in the internship training program at [Company Name], as advertised on [where you found the internship listing]. I am currently a [Your Current Year, e.g., second-year] student at [Your University], pursuing a degree in [Your Major].

I am particularly drawn to [Company Name] because [specific reason related to the company/industry]. My academic background and hands-on experience in [related skills or projects] have equipped me with a unique perspective and skill set that I am eager to apply in a professional setting.

During my time at [Previous Experience or Course], I [describe a relevant experience or skill]. This experience taught me [what you learned or accomplished], which I believe would be beneficial to your team.

I am excited about the opportunity to contribute to [specific project or goal of the company] and am eager to learn from the talented individuals at [Company Name]. I am confident that my proactive attitude and dedication will allow me to make a meaningful contribution during my internship.

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,  
[Your Name]