

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

Dear [Recipient Name],

I am writing to express my interest in the internship position at [Company/Organization Name] as advertised [where you found the internship opportunity]. I am currently a [your year, e.g., sophomore, junior] student pursuing a degree in [Your Major] at [Your University].

I am eager to apply my skills in [mention relevant skills or areas of knowledge] and gain practical experience in [field or industry related to the internship]. I believe that this internship will provide me with valuable insights and assist me in my professional development.

During my time at [Your University], I have [mention relevant experiences, projects, or skills that pertain to the internship]. These experiences have equipped me with [specific skills or knowledge relevant to the internship].

I am particularly drawn to [Company/Organization Name] because [mention why you are interested in the company or its values, projects, etc.]. I am enthusiastic about the opportunity to contribute and learn from your esteemed team.

Thank you for considering my application. I look forward to the possibility of discussing my application further. Please find my resume attached for your review.

Sincerely,  
[Your Name]