

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

Dear [Recipient's Name],

I am writing to express my interest in applying for an internship position at [Company/Organization Name]. I am currently a [Your Year, e.g., sophomore] student at [Your University/College] majoring in [Your Major], and I am eager to gain practical experience in [specific field or industry].

I have a strong passion for [specific area or skill relevant to the internship], and I believe that an internship at [Company/Organization Name] would provide me with invaluable learning opportunities. I am particularly impressed by [mention any specific project, value, or aspect of the company that attracts you], and I would love the chance to contribute to your team.

I am available for an internship starting from [start date] to [end date] and am open to full-time or part-time opportunities. My resume is attached for your consideration, and I would appreciate the opportunity to discuss my application further.

Thank you for considering my request. I look forward to the possibility of working with [Company/Organization Name] and contributing to your team.

Sincerely,

[Your Name]

[Attachment: Resume]