

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 [specific internship position] at [Company Name] as advertised on [where you found the internship posting]. I am currently a [your current level of education, e.g., junior, senior, etc.] studying [your major] at [Your University], and I am eager to apply my skills and gain practical experience in [related field or area].

I am particularly drawn to this internship opportunity because [mention specific reasons related to the company or the role that interests you]. My coursework in [relevant courses] has provided me with a solid foundation in [related skills or knowledge], and I believe that my passion for [industry or field] makes me a suitable candidate for this position.

During my previous experiences at [mention any relevant experience or previous internships], I successfully [describe a relevant achievement or task], which enhanced my abilities in [skill or area]. I am confident that my background and enthusiasm will allow me to contribute positively to your team.

I am looking forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application. I am available for an interview at your convenience and can be reached at [your phone number] or [your email address].

Sincerely,  
[Your Name]