

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 Title] position at [Company's Name], as advertised on [where you found the internship listing]. I am currently a [Your Degree Program] student at [Your University] and am eager to gain practical experience in [field/industry related to the internship].

Throughout my studies, I have developed strong [relevant skills or knowledge] and completed coursework in [relevant courses]. Additionally, I have [any relevant experience or projects], which I believe have prepared me for this opportunity.

I am particularly drawn to [Company's Name] because of [specific reasons related to the company or its projects/values]. I admire [something notable about the company], and I am excited about the prospect of contributing to [specific project or goal of the company].

I am confident that my skills and enthusiasm will be a valuable addition to your team. I am looking forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application.
Sincerely,
[Your Name]