

[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 apply for the internship position at [Company's Name] as advertised [where you found the internship]. I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your University]. I am eager to gain hands-on experience in [specific field or area] and believe that this internship will provide me with the opportunity to develop my skills and contribute to your team.

During my time at [Your University], I have gained [mention any relevant skills, experiences, or coursework]. Additionally, I have completed [mention any relevant internships, projects, or volunteer work] which has equipped me with [specific skills or knowledge relevant to the internship].

I am particularly drawn to [Company's Name] because [mention specific reasons related to the company or its projects/values that resonate with you]. I am enthusiastic about the prospect of working under the guidance of professionals in the industry and contributing to [specific project or goal of the company].

I am available for an interview at your earliest convenience and can be reached by [phone/email]. Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,  
[Your Name]