

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific internship position] at [Company/Organization Name] as advertised on [where you found the internship posting]. I am currently a [Your Year, e.g., junior] at [Your University] pursuing a degree in [Your Major], and I am keen to apply my skills and enthusiasm for [related field/industry] in a practical setting.

Through my coursework and previous experiences, I have developed a solid foundation in [relevant skills or subjects related to the internship]. For example, [briefly describe a relevant project, experience, or skill]. I am particularly drawn to [Company/Organization Name] because of [specific reason related to the company or its projects/values]. I am excited about the opportunity to contribute to [specific project or aspect of the company] and learn from your talented team. I believe my [mention any relevant traits or skills, e.g., analytical skills, teamwork, etc.] would make me a valuable addition to your organization. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company/Organization Name] and further develop my skills through this internship. I have attached my resume for your review.

Sincerely,  
[Your Name]