

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific internship position] at [School/Organization's Name] as advertised [where you found the internship listing, e.g., your website, internship board]. I am currently a [your current status, e.g., sophomore] at [Your School's Name], majoring in [Your Major], and I am eager to gain hands-on experience in [related field/area of interest].

During my time at [Your School's Name], I have developed skills in [mention relevant skills or experiences related to the internship]. For example, [provide a brief example of a project, course, or extracurricular activity that demonstrates your skills].

I am particularly drawn to this internship because [explain why you are interested in this specific internship/school/organization]. I admire [mention any specific programs, values, or achievements of the school/organization], and I am excited about the opportunity to contribute to [mention any specific projects, initiatives, or goals of the organization].

I am enthusiastic about the possibility of working with [mention any specific team members, departments, or initiatives], and I am confident that my skills in [reiterate your most relevant skills] will enable me to make a valuable contribution to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and interests align with the goals of [School/Organization's Name]. I am eager to learn and grow through this internship experience.

Sincerely,  
[Your Name]