

[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 [Internship Position] at [Company's Name] as advertised on [where you found the internship listing]. I am currently a [Your Major/Field of Study] student at [Your University] and am eager to apply my skills and knowledge in a practical environment.

I have developed strong [relevant skills or experiences] through my coursework and previous experiences, such as [mention relevant experiences, projects, or accomplishments]. I am particularly drawn to this internship because [explain why you are interested in the company and how it aligns with your career goals].

I am excited about the opportunity to contribute to [Company's Name] and learn from your team. I am confident that my [specific traits or skills] will allow me to add value during my internship.

Thank you for considering my application. I look forward to the possibility of discussing my application further. Please find my resume attached for your reference.

Sincerely,
[Your Name]