

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

Dear [Recipient Name],

I am writing to express my interest in the internship position at [Company/Organization Name] as advertised on [where you found the listing]. As a [Your Current Education Level, e.g., junior undergraduate] in [Your Major] at [Your University], I am eager to gain hands-on experience in [specific field or industry related to internship].

During my academic journey, I have developed a strong foundation in [relevant skills or coursework]. For instance, my experience with [specific project, relevant software, or techniques] has equipped me with [specific relevant skills]. I am particularly drawn to this internship because of [reason related to the company or position].

I am impressed by [Company/Organization Name]'s commitment to [specific value, project, or goal of the company], and I believe my background in [specific relevant subject or skill] would allow me to contribute positively to your team. I am eager to learn from your professionals and to further develop my skills in [specific area].

Thank you for considering my application. I look forward to the opportunity to discuss how my background and enthusiasm can contribute to [Company/Organization Name]. I am available for an interview at your convenience and can be reached at [your phone number] or [your email address].

Sincerely,
[Your Name]