

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 internship opportunity at [Company/Organization Name] in [Location] as advertised on [where you found the internship listing]. I am currently a [Your Year, e.g., "junior"] at [Your University], majoring in [Your Major], and I am eager to gain practical experience in [Field/Industry].

I am particularly drawn to [specific aspects of the company/organization or project] because [reason]. My background in [relevant experience, coursework, or skills] has equipped me with [specific skills or knowledge that relate to the internship].

I believe that my [mention any relevant projects, volunteer work, or experiences] has prepared me well for the challenges of this internship.

I am excited about the opportunity to contribute to [Company/Organization Name] and learn from your esteemed team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]