

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization 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 listing]. I am currently [your current educational status or experience], and I am eager to apply my skills and knowledge in [relevant field/area].

In my previous experience at [previous company/organization, if applicable], I developed [specific skills or knowledge related to the internship]. I believe that my background in [relevant coursework or projects] equips me well for this role.

I am particularly drawn to [Company/Organization Name] because [specific reason related to the company or its values/projects]. I am excited about the opportunity to contribute to [specific projects or goals of the company] and to learn from your team.

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,
[Your Name]