

[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 [specific internship position] at [Company/Organization Name] as advertised on [where you found the internship]. As a [your current status, e.g., junior at XYZ University majoring in ABC], I am eager to apply my skills and enthusiasm to contribute to your team.

During my academic career, I have developed [mention relevant skills or experiences related to the internship]. For example, [provide a specific example demonstrating your skills]. I am particularly drawn to this internship opportunity because [explain why you are interested in the company/organization and how it aligns with your goals].

I am excited about the possibility of working with [mention any specific team or project name if applicable] and contributing to [specific goals or projects of the company]. I believe my background in [your field/major] will allow me to make a meaningful impact.

Thank you for considering my application. I hope to discuss how I can contribute to [Company/Organization Name] in more detail. I look forward to the opportunity for an interview.

Sincerely,
[Your Name]