

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 Title] at [Company's Name] as advertised on [where you found the internship listing]. I am currently a [Your Year, e.g., sophomore] at [Your University] majoring in [Your Major], and I am eager to contribute my skills and learn from your esteemed team.

Throughout my academic career, I have developed a strong foundation in [relevant skills or areas of expertise], which I believe will be beneficial to your team. My experience with [mention any relevant projects, coursework, or jobs] has equipped me with [specific skills or attributes], making me a suitable candidate for this internship.

I am particularly drawn to [Company's Name] because [mention something specific about the company or its projects that excites you]. I admire [something notable about the company], and I am excited about the opportunity to be part of a team that [mention how the company impacts its industry/community].

I am available for a [mention your availability, e.g., summer internship, part-time during the semester] and am very eager to contribute to your team while gaining valuable insights into [mention specific area related to the internship].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name] during a personal interview. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]