

[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 apply for the [Internship Position] at [Company's Name] as advertised [where you found the internship listing]. I am currently a [Your Year, e.g., junior] majoring in [Your Major] at [Your University], and I am eager to contribute my skills and learn from your esteemed organization.

During my studies, I have developed a strong foundation in [relevant skills or subject matter] and gained practical experience through [previous internships, projects, or relevant activities]. I am particularly drawn to [specific aspect of the company or position] and believe that my [related skills or experiences] will make me a valuable addition to your team.

I am excited about the opportunity to join [Company's Name] and am eager to bring my passion for [industry/field] to your organization. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]