

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

[Introduction: State the position you are applying for and how you found out about it.]

[Body Paragraph 1: Briefly introduce yourself, your current academic status, and any relevant coursework or skills.]

[Body Paragraph 2: Highlight your relevant experiences, such as previous internships, volunteer work, or projects that relate to the position.]

[Body Paragraph 3: Explain why you are interested in this internship and how it aligns with your career goals.]

[Conclusion: Reiterate your enthusiasm for the opportunity, thank them for their consideration, and express your hope for an interview.]

Sincerely,
[Your Name]