

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 [specific internship position] at [Company's Name] as advertised [where you found the internship listing]. I am currently a [your current status, e.g., "junior pursuing a degree in Marketing at XYZ University"] and am eager to apply my skills and knowledge in a practical setting.

During my studies, I have developed a solid foundation in [mention relevant skills or subjects related to the internship]. For instance, [provide a brief example of a project, course, or experience relevant to the internship]. I am particularly drawn to [Company's Name] because of [mention something notable about the company or its projects].

I am confident that my background and enthusiasm for [specific field/industry] makes me a suitable candidate for this internship. I am looking forward to the opportunity to contribute to your team while gaining valuable experience.

Thank you for considering my application. I hope to discuss my application further and am available for an interview at your earliest convenience.

Sincerely,
[Your Name]