

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [specific internship position] at [Company/Organization Name] as advertised [where you found the listing]. I am currently a graduate student at [Your University] pursuing a degree in [Your Field of Study], and I am eager to apply my skills and knowledge in a practical setting.

During my studies, I have gained experience in [relevant skills or courses], which I believe makes me a strong candidate for this internship. [Provide a specific example of a project, coursework, or experience that relates to the internship.]

I am particularly drawn to [Company/Organization Name] because [specific reason related to the company or its projects]. I admire [specific aspect of the company], and I am excited about the opportunity to contribute to [specific project or goal of the company].

I am looking forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of [Company/Organization Name]. Thank you for considering my application. I hope to speak with you soon to further discuss my potential contributions as an intern.

Sincerely,
[Your Name]