

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

[Recipient's Name]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for the internship position at [Company/Organization Name] as advertised [mention where you found the internship listing]. I am currently a high school student at [Your School Name], and I am eager to gain practical experience in [field/industry related to the internship].

I am particularly drawn to [Company/Organization Name] because [mention something specific about the company/organization that interests you]. My skills in [mention relevant skills or experiences] make me a suitable candidate for this role.

I am enthusiastic about the opportunity to contribute to your team and learn from the talented professionals at [Company/Organization Name]. I am available for an interview at your convenience and can be reached at [your phone number] or [your email address].

Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,
[Your Name]