

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific internship position] at [Company/Organization Name] as advertised [where you found the internship listing, e.g., on your website]. With my [mention your relevant educational background, skills, or experience], I am excited about the opportunity to contribute to your team and gain invaluable experience in [specific field or industry].

Throughout my academic career, I have developed a strong foundation in [relevant skills/knowledge], particularly through [mention any relevant coursework, projects, or previous internships]. For example, [briefly describe a relevant experience that showcases your skills]. This experience has not only enhanced my [specific skill], but it has also reinforced my passion for [industry/field related to the internship].

I am particularly drawn to [Company/Organization Name] because of [mention specific reasons related to the company's mission, values, or projects]. I admire [specific project or value], and I am eager to contribute my [specific skills or attributes] to support your goals.

I believe my proactive approach and dedication to [mention relevant quality or skill] will make me a valuable addition to your team. I am eager to learn from the talented professionals at [Company/Organization Name] and hope to bring a fresh perspective to [specific task or project related to the internship].

Thank you for considering my application. I am looking forward to the possibility of discussing how I can contribute to [Company/Organization Name]. Please find my resume attached for more details on my background. I am available at your convenience for an interview and can be reached at [your phone number] or [your email address].

Sincerely,
[Your Name]