

[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 [mention where you found the internship posting]. I am currently a [Your Year, e.g., junior] at [Your University/College] pursuing a degree in [Your Major].

[In the first paragraph, briefly introduce yourself and mention why you are interested in the internship and the company.]

[In the second paragraph, highlight relevant skills, experiences, or coursework that make you a strong candidate for the internship. Be specific about how your background relates to the responsibilities of the internship.]

[In the third paragraph, express your enthusiasm for the opportunity and mention how you hope to contribute to the team or company.]

Thank you for considering my application. I am looking forward to the possibility of discussing this exciting opportunity with you. I am available at your convenience for an interview and can be reached at [your phone number] or [your email address].

Sincerely,
[Your Name]