

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

Dear [Recipient Name],

I am writing to express my interest in the [Internship Position] at [Company/Organization Name], as advertised on [where you found the internship listing].

I am currently a [Your Year, e.g., sophomore, junior] at [Your University/College] majoring in [Your Major]. My academic background and previous experiences have equipped me with [relevant skills or knowledge] which I believe will contribute to your team.

In my [Relevant Experience or Coursework], I [describe an experience or project that relates to the internship]. This experience has enhanced my ability to [specific skills or responsibilities].

I am particularly drawn to [Company/Organization Name] because [reason related to the company or its projects/values]. I am eager to bring my background in [Your Major/Skills] to contribute to your team and gain valuable insights in [specific area related to the internship].

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]