

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific internship position] at [Company's Name] as advertised on [where you found the internship listing]. As a [your major] student at [Your University], I have developed a strong foundation in [relevant skills or experiences] that aligns well with the goals of your team.

What excites me most about this internship opportunity is [specific detail about the company or role], and I believe my [specific skills or experiences] will enable me to contribute effectively. During my time at [previous experience or project], I [specific achievement or responsibility], which taught me [what you learned].

I am particularly drawn to [Company's Name] because of [specific reason related to the company's mission, values, or projects]. I admire [something notable about the company], and I am eager to bring my [qualities or skills] to your team.

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasm for [industry or field] can be a great fit for [Company's Name]. I am available at your convenience for an interview and can be reached at [Your Phone Number] or [Your Email].

Warm regards,

[Your Name]