

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 [specific internship position] at [Company Name] as advertised on [where you found the internship]. I am currently a [your current educational status, e.g., junior pursuing a Bachelor's degree in Marketing] at [Your University] and am eager to apply my skills and knowledge in a practical setting.

Throughout my academic career, I have developed strong [relevant skills or experiences], and I am particularly drawn to [aspects of the company or its projects that interest you]. I believe that an internship at [Company Name] would be a phenomenal opportunity for me to contribute while learning from the esteemed professionals at your organization.

Enclosed is my resume, which provides further detail about my educational background and experiences. I am enthusiastic about the possibility of discussing this exciting opportunity with you. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] and gaining valuable experience in [field/industry].

Sincerely,
[Your Name]