

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the internship position at [Company's Name] as advertised on [where you found the internship listing]. I am currently a [your current education level, e.g., junior] at [Your University/College] majoring in [Your Major], and I am eager to gain practical experience in [specific field or area relevant to the internship].

My background in [mention relevant coursework, skills, or experiences] has equipped me with a strong foundation in [relevant skills or knowledge]. I am particularly drawn to [Company's Name] because of [mention something specific about the company, its values, or projects that excite you].

During my previous experience at [mention any relevant experience or projects], I [describe what you did and what skills you developed]. I believe this experience has prepared me well for the challenges of an internship at [Company's Name].

I am enthusiastic about the opportunity to contribute to your team and learn from industry professionals. I am confident that my [mention your skills or traits] will be an asset to [Company's Name].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]