

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my interest in the [Internship Position Title] at [Company Name] as advertised on [Where You Found the Internship Posting]. I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your University], and I am eager to gain practical experience in [Field/Industry].

During my time at [Your University], I have developed strong skills in [Relevant Skills or Tools], and I have participated in [Relevant Projects, Clubs, or Activities]. I believe that my background in [relevant coursework or experiences] and my passion for [specific area related to the internship] make me a suitable candidate for this internship.

I am particularly drawn to [Company Name] because [specific reason related to the company or its mission]. I admire [something specific about the company, such as their projects, values, or culture], and I am excited about the opportunity to contribute to your team.

Enclosed is my resume, which provides additional details about my academic and extracurricular achievements. I look forward to the opportunity to discuss how my skills and ambitions align with the goals of [Company Name]. Thank you for considering my application.

Sincerely,  
[Your Name]