

[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 posting]. I am currently a [your year, e.g., junior] studying [your major] at [your university], and I am eager to gain practical experience in [field/industry].

Throughout my academic career, I have developed strong skills in [relevant skills related to the internship], as evidenced by [mention any relevant coursework, projects, or experiences]. I am particularly drawn to this internship opportunity because [mention what attracts you to the company or the internship role].

I am enthusiastic about the chance to contribute to [Company's Name] while further developing my skills. I am a quick learner, a team player, and passionate about [relevant interest or goal]. I believe that this internship will provide me with invaluable insights into [related field] and allow me to grow both personally and professionally.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name].

Sincerely,  
[Your Name]