

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

Dear [Recipient's Name],

I am writing to express my interest in the internship position at [Company/Organization Name] as advertised on [where you found the internship]. I am a [Your Year, e.g., junior] majoring in [Your Major] at [Your University], and I am eager to apply my skills and enthusiasm within your esteemed organization.

During my academic career, I have gained valuable experience in [mention any relevant coursework, projects, or skills]. I am particularly drawn to [specific aspect of the company or its projects] and am excited about the opportunity to contribute to your team.

I am confident that my [mention any relevant skills or experiences] will allow me to bring a fresh perspective and a strong work ethic to [Company/Organization Name]. I am eager to learn from your team and am committed to supporting [specific goal or project of the company].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team. Please find my resume attached for further details about my background.

Sincerely,
[Your Name]