

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 [specific internship position] at [Company's Name] as advertised [where you found the internship]. I am currently [your current educational status, e.g., a junior at XYZ University] majoring in [Your Major], and I believe that my skills and enthusiasm make me a great candidate for this role.

During my time at [University or Previous Job/Internship], I have gained valuable experience in [relevant skills or experiences related to the internship], which I believe will be beneficial in the internship position. [Provide a specific example of your experience and how it relates to the internship].

I am particularly drawn to this internship because [reason why you are interested in this specific company or position]. I am excited about the opportunity to contribute my skills and learn from the talented team at [Company's Name].

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]