

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[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 internship position at [Company's Name] as advertised [where you found the internship listing]. I am currently a [Your Year, e.g., sophomore] at [Your University/College] majoring in [Your Major] and I am eager to apply my skills and learn more about [Industry/Field related to internship]. Throughout my academic career, I have developed a solid foundation in [relevant skills or experiences related to the internship]. I have had hands-on experience with [specific tools, technologies, or methodologies relevant to the internship] through [mention any relevant courses, projects, or previous internships]. I am particularly drawn to [specific aspect of the company or position] and I believe my background in [related experience] will allow me to contribute effectively to your team.

I am enthusiastic about the opportunity to work with [Company's Name] and believe that this internship will provide me with a valuable experience that aligns with my career goals. I am looking forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application.

Sincerely,
[Your Name]