

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

Dear [Recipient's Name],

I am writing to express my interest in the internship opportunity at [Company/Organization Name] as advertised [where you found the internship listing]. I am currently a [Your Course/Major] student at [Your University/College], and I am eager to apply my theoretical knowledge in a practical setting.

During my studies, I have developed skills in [mention relevant skills or experiences], which I believe will be beneficial for the internship role. I am particularly drawn to this opportunity at [Company/Organization Name] because of [mention something specific about the company or its projects that interests you].

I am enthusiastic about the possibility of contributing to your team and gaining valuable experience in [specific field/area]. I am a quick learner, highly motivated, and committed to excellence in all tasks assigned to me.

Thank you for considering my application. I am looking forward to the chance to discuss my application in more detail. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,
[Your Name]