

[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 [specific internship position] at [Company/Organization Name] as advertised [where you found the listing]. I am currently a [your degree program] graduate student at [Your University] and am eager to apply my skills and knowledge in a practical setting while contributing to your team.

Through my academic studies, I have developed a strong foundation in [relevant skills or subjects]. Additionally, I have gained experience in [any relevant experiences or projects], which has prepared me to excel in this internship. I am particularly drawn to [mention something specific about the company or its projects], and I am excited about the opportunity to learn from your esteemed team.

I am available to begin the internship on [start date] and am willing to commit to [number of hours per week or duration]. I believe that my proactive approach and enthusiasm for [industry/field] will allow me to contribute positively to your organization.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to [Company/Organization Name]. Please find my resume attached for more details on my qualifications.

Sincerely,

[Your Name]  
[Your University]  
[Your Degree Program]