

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

Dear [Recipient Name],

I am writing to express my interest in the [Internship Position] at [Company Name] as advertised [where you found the internship listing]. I am currently a [Your Educational Status] at [Your Institution], majoring in [Your Major]. I am eager to apply my skills in [specific skills related to the internship] and gain valuable experience in the [specific industry or field].

During my studies, I have developed a strong foundation in [relevant coursework or projects]. I am particularly drawn to [specific aspect of the company or internship], and I believe my background in [related experience or skill] will allow me to contribute positively to your team. I am excited about the opportunity to work at [Company Name] and learn from experienced professionals. I am confident that this internship will not only enhance my understanding but also provide me with the practical skills necessary to excel in my career.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team and gain invaluable experience at [Company Name].

Sincerely,
[Your Name]