

[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 internship opportunity at [Company's Name] as advertised on [where you found the internship listing]. I am currently a [Your Year, e.g., sophomore] student at [Your University/College] pursuing a degree in [Your Major].

I am particularly drawn to this internship because [reason related to the company's work or values]. Through my coursework and [mention any relevant experience, such as projects or previous internships], I have developed skills in [specific skills related to the internship].

I am eager to contribute my [mention any relevant skills or experiences] while gaining hands-on experience at [Company's Name]. I am confident that my passion for [relevant field or industry] and my ability to [mention any skills related to the internship] will allow me to make a meaningful contribution to your team.

Thank you for considering my application. I look forward to the opportunity to further discuss how I can contribute to [Company's Name].

Sincerely,
[Your Name]