

[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 [mention where you found the listing]. I am currently a [Your Year, e.g., third-year] student pursuing a degree in [Your Field of Study] at [Your University/College].

I am particularly drawn to [Company Name] because [mention specific reason related to the company or industry]. I believe that my background in [mention relevant skills or experiences] will enable me to contribute effectively to your team while also gaining valuable practical experience.

During my studies, I have developed skills in [list relevant skills] and have had the opportunity to work on [mention any relevant projects or experiences]. I am eager to bring my strong work ethic, enthusiasm, and dedication to [Company Name].

I would greatly appreciate the opportunity to discuss how my background, skills, and ambitions align with the goals of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] this [mention the duration, e.g., summer, fall semester].

Warm regards,  
[Your Name]