

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

Dear [Recipient Name],

I am writing to express my interest in the [specific internship position] at [Company/Organization Name] as advertised on [where you found the internship listing]. I am currently a [your year, e.g., sophomore] at [Your University/College] majoring in [Your Major], and I am eager to gain practical experience in [related field/industry].

Throughout my academic career, I have developed a solid foundation in [mention relevant skills or subjects]. For example, I completed a project on [briefly describe a relevant project or experience], which enhanced my abilities in [related skills]. I am particularly drawn to [Company/Organization Name] because [mention something specific about the company or its projects that interests you].

I am a motivated and dedicated individual, and I am confident that my background and enthusiasm would make me a valuable addition to your team. I am excited about the opportunity to contribute to [specific project or goal of the company] while also honing my skills in a professional environment.

Thank you for considering my application. I look forward to the possibility of discussing my application with you further. I am available for an interview at your convenience and can be reached at [your phone number] or [your email address].

Sincerely,  
[Your Name]