

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in the [specific internship position] at [Company's Name] for the [specific term or semester] internship program. I am currently a [Your Year, e.g., sophomore] at [Your College/University], majoring in [Your Major].

[Paragraph describing your background, relevant skills, and why you are interested in the internship. Mention any relevant coursework, projects, or experiences that relate to the position.]

I am particularly drawn to this internship at [Company's Name] because [reason specific to the company or position]. I believe that my skills in [mention relevant skills] align well with the goals of your team.

Thank you for considering my application. I look forward to the opportunity to contribute to your team and to learn from the esteemed professionals at [Company's Name]. Please find my resume attached for more details on my academic background and experience.

Sincerely,

[Your Name]

[Attachment: Resume]