

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [Internship Title] position at [Company Name], as advertised [where you found the internship posting]. I am currently a [Your Year, e.g., junior] at [Your High School Name], and I am eager to gain practical experience in [specific field or industry]. Throughout my academic career, I have developed a strong foundation in [relevant subjects or skills]. My experience with [mention any relevant extracurricular activities, volunteer work, or projects] has equipped me with [desired skills or qualities relevant to the internship].

I am particularly drawn to [Company Name] because [specific reason related to the company or its values]. I believe that this internship will provide me with the opportunity to [what you hope to learn or achieve], and I am excited about the possibility of contributing to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and enthusiasm align with the needs of your team.

Sincerely,
[Your Name]