

[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 am writing to express my interest in the internship position at [Company's Name], as advertised on [where you found the listing]. I am currently a [Your Year, e.g., junior] at [Your University] pursuing a degree in [Your Major], and I am eager to apply my skills and knowledge in a practical environment.

During my studies, I have developed a solid foundation in [relevant skills or knowledge], and my experience with [any relevant experience or project] has equipped me with the necessary tools to contribute to your team. I am particularly drawn to [specific aspect of the company or role] because [reason why it interests you].

I am excited about the opportunity to work with [Company's Name] and learn from your team while contributing to [specific project or company goal]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]