

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific internship position] at [Company/Organization Name] as advertised [where you found the internship listing]. I am currently a [your current status, e.g., junior] at [Your University/College] majoring in [Your Major].

Through my coursework and prior experience in [relevant field or subject], I have developed a strong foundation in [specific skills or knowledge relevant to the internship]. [Provide a brief example of a related project or experience that highlights your skills].

I am particularly drawn to [Company/Organization Name] because [specific reason related to the company or its values/projects]. I believe that this internship will provide me with the opportunity to further enhance my skills and contribute positively to your team.

I have attached my resume for your consideration and would love the opportunity to discuss how I can contribute to [Company/Organization Name] during this internship. Thank you for considering my application.

Sincerely,  
[Your Name]