

[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 [specific internship position] at [Company's Name], as advertised [where you found the internship listing]. I am currently a [your current status, e.g., "junior at XYZ University majoring in ABC"] and am eager to apply my skills and enthusiasm to contribute to your team.

During my studies, I have developed strong skills in [relevant skills or experiences related to the internship, e.g., "data analysis, teamwork, and project management"]. I believe that my background in [relevant field or course] has equipped me with the necessary knowledge and is aligned with the goals of [Company's Name].

I am particularly drawn to this internship opportunity because [mention what excites you about the company or position, e.g., "the innovative projects that your company undertakes"]. I am eager to bring my [specific skills or attributes relevant to the internship] and gain hands-on experience in [specific area related to the internship].

Thank you for considering my application. I look forward to the opportunity to contribute to [Company's Name] and learn from your esteemed team. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Sincerely,  
[Your Name]