

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 summer internship position at [Company's Name] as advertised [mention where you found the listing]. I am currently a [Your Year, e.g., sophomore] at [Your University] majoring in [Your Major]. I am excited about the opportunity to contribute to your team and gain valuable experience in [specific field or area related to the internship].

During my time at [Your University], I have developed strong skills in [mention relevant skills or experiences]. For example, [provide a specific example of a project, class, or experience related to the internship]. I believe that my background in [mention any specific courses, projects, or experiences] has prepared me for this opportunity. I am particularly drawn to [Company's Name] because [explain why you are interested in the company and how it aligns with your career goals]. I admire [mention any specific projects, values, or achievements of the company], and I am eager to contribute my skills and enthusiasm to your team.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,  
[Your Name]