

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [Internship Position] at [Company/Organization Name] as advertised on [Where You Found the Internship]. I am currently a [Your Year, e.g., junior] majoring in [Your Major] at [Your University].

I am excited about the opportunity to contribute to [specific project or aspect of the company] and believe that my skills in [relevant skills or experiences] make me a great fit for this position.

I look forward to the possibility of discussing my application further.

Thank you for considering my application.

Sincerely,
[Your Name]