

[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 hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., junior] studying [Your Major] at [Your University]. I am writing to express my enthusiasm for the [specific internship position] at [Company's Name] as advertised [where you found the internship listing].

As a passionate individual with a strong interest in [relevant field/industry], I have developed a solid foundation in [mention relevant skills or experiences]. For instance, during my time at [Previous Experience or Project], I [describe a specific task or achievement], which has equipped me with [mention skills or knowledge gained]. I believe that my background in [mention relevant coursework or experience] aligns well with the goals of [Company's Name].

What excites me most about this opportunity is [mention a specific aspect of the company or internship program]. I admire [Company's Name] for [specific reasons], and I am particularly drawn to [mention any specific project, value, or goal of the company]. I am eager to contribute my skills and learn from your talented team.

I am confident that my [mention a combination of skills/traits] will make me a valuable addition to your team. I am committed to [mention your goals or how you plan to contribute], and I am excited about the possibility of further discussing how I can support [Company's Name].

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further. Please find my resume attached for your review.

Warm regards,

[Your Name]

[Attachment: Resume]