

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

Dear [Recipient Name],

I am writing to express my interest in the [specific internship position] at [Company Name] as advertised [where you found the internship posting]. As a [your current academic status or degree] at [Your University/College], I am eager to gain hands-on experience in [specific field/industry] and contribute to [Company Name]'s innovative projects. During my time at [Your University/College], I have developed skills in [mention specific skills related to the internship], which I believe will be valuable in this role. I have also [mention any relevant experience, such as coursework, projects, or previous internships], which has further ignited my passion for [specific field/industry].

I am particularly drawn to [Company Name] because [mention something specific about the company or its projects/values]. I am excited about the opportunity to work with your team and gain practical experience while contributing to [mention specific goals of the company/department]. I have attached my resume for your review. I would be grateful for the opportunity to discuss my application further and explore how I can contribute to your team. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,
[Your Name]