

[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 on [where you found the internship posting]. I am currently a [Your Year, e.g., sophomore] student at [Your University/College] pursuing a degree in [Your Major], and I am eager to apply my knowledge and skills in a practical setting.

Through my academic coursework and previous experiences, I have developed a strong foundation in [relevant skills or knowledge related to the internship]. I believe this internship would provide me with invaluable hands-on experience as well as insight into [Company's Name]'s operations and industry practices.

I am particularly drawn to [Company's Name] because of [mention any specific reason related to the company or its projects]. I am excited about the opportunity to contribute to [specific project or area] and to learn from the talented team at [Company's Name].

Enclosed with this letter is my resume, which provides further details about my background and achievements. I am looking forward to the opportunity to discuss my application in more detail and to learn more about the exciting work at [Company's Name]. Thank you for considering my application.

Sincerely,
[Your Name]