

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 [specific internship position] at [Company/Organization Name] as advertised [where you found the internship listing]. As a [Your Major/Field of Study] student at [Your University], I am eager to apply my skills in [relevant skills/areas] and contribute to your team.

Through my coursework and [any relevant experience or projects], I have developed a strong foundation in [specific skills or knowledge related to the internship]. I am particularly drawn to [Company/Organization Name] because of [specific reason related to the company, e.g., its mission, values, projects, or reputation]. I believe that my passion for [related interest] aligns perfectly with your team's goals.

During my time at [Previous Experience/Internship], I had the opportunity to [describe a relevant experience or accomplishment]. This experience honed my abilities in [specific skills], and I am excited about the chance to bring that expertise to [Company/Organization Name].

I am particularly impressed by [specific project, initiative, or aspect of the company], and I would love the opportunity to contribute my enthusiasm and creativity to such initiatives. I am confident that my [specific qualities or skills] will enable me to positively impact your team.

I would appreciate the opportunity to discuss my application in further detail and explore how I can contribute to the exciting work at [Company/Organization Name]. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,
[Your Name]