

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

Dear [Recipient's Name],

I am writing to express my interest in the [specific internship position] at [Company Name] as advertised [where you found the internship listing]. As a [your major/field of study] student at [Your University/College], I am eager to apply my skills and knowledge in a practical setting and contribute to your team.

I have [mention any relevant experience, skills, or coursework that aligns with the internship]. For example, during my time at [previous experience or project], I [describe a relevant achievement or responsibility]. This experience has equipped me with [specific skills or tools], which I believe would be beneficial for the [specific internship position].

I am particularly drawn to this internship because [mention something specific about the company or team that appeals to you]. I admire [Company Name] for its [mention any relevant achievements, values, or projects], and I am enthusiastic about the opportunity to contribute to [specific project or goal of the company].

I am confident that my passion for [industry/field] and my skills in [specific skills related to the internship] would make me a valuable addition to your team. I am looking forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application.

Sincerely,
[Your Name]