

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 internship position at [Company/Organization Name] as advertised on [Where You Found the Internship Listing]. I am currently a [Your Year, e.g., sophomore] student majoring in [Your Major] at [Your University/College], and I am eager to gain practical experience in [Field/Industry related to the internship].

Throughout my academic career, I have developed a strong foundation in [Relevant Skills or Subjects Related to the Internship]. Additionally, my experience with [Any Relevant Projects, Jobs, or Organizations] has further enhanced my skills in [Specific Skills Relevant to the Internship].

I am particularly drawn to [Company/Organization Name] because of [Specific Reason Related to the Company, e.g., its mission, values, or projects]. I believe that my background in [Your Major/Field] and my enthusiasm for [Industry or Aspect Related to the Company] would make me a valuable addition to your team.

I am excited about the opportunity to contribute to [Company/Organization Name] and learn from the talented professionals within your organization. I am looking forward to the possibility of discussing my application further. Thank you for considering my application.

Sincerely,  
[Your Name]