

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 applying for an internship position at [Company's Name] for the [specific term, e.g., summer 2024]. I am currently a [your year, e.g., junior] studying [Your Major] at [Your University], and I am eager to gain practical experience in [specific field or industry].

During my academic journey, I have developed skills in [mention relevant skills or experiences], and I believe that an internship at [Company's Name] would provide me with the opportunity to further enhance these skills. I am particularly drawn to your company because of [specific reason related to the company or its projects].

I am enthusiastic about the possibility of contributing to your team and learning from the talented professionals at [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,
[Your Name]