

[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 [Internship Position Title] at [Company's 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], and I am eager to apply my skills and enthusiasm to your team.

Throughout my academic career, I have developed a strong foundation in [relevant skills or coursework related to the internship]. My experience with [specific project, job, or volunteering experience] has equipped me with [mention any relevant skills or tools]. I am particularly drawn to [specific aspects of the company or internship position], and I believe my background makes me a strong candidate for this opportunity.

I am excited about the possibility of contributing to [Company's Name] and learning from your talented team. I am confident that my [mention any personal attributes or skills] will allow me to provide value to your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to [Company's Name] as an intern. Please find my resume attached for your review.

Sincerely,
[Your Name]