

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] student studying [Your Major] at [Your College/University]. I am writing to express my interest in an internship position at [Company Name] for the [specific term, e.g., summer 2024]. I am particularly drawn to [Company Name] because [specific reason related to the company/industry]. I believe that my skills in [relevant skills or experiences] would be an excellent fit for your team. During my academic career, I have [mention any relevant coursework, projects, or experiences that relate to the internship].

I am eager to gain practical experience and contribute to your team while further developing my skills in [specific area related to the internship]. I am available for an internship from [start date] to [end date] and am willing to work [number of hours] per week.

Thank you for considering my request. I would love the opportunity to discuss how I can contribute to [Company Name] and learn from your esteemed team. I have attached my resume for your review and look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your LinkedIn Profile or Portfolio URL, if applicable]