

[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 am writing to express my interest in securing an internship position at [Company Name] for the [specific time period, e.g., Summer 2024]. I am currently a [your year, e.g., junior] at [Your University] majoring in [Your Major], and I am eager to gain hands-on experience in [specific field or area related to the company].

I am particularly impressed by [something specific about the company or its projects] and believe that my background in [relevant skills or experiences] would allow me to contribute effectively to your team.

During my time at [Your University or previous experience], I developed [specific skills or experiences], which I believe are valuable for this internship.

I am excited about the opportunity to learn from the talented professionals at [Company Name] and to contribute to [specific projects or goals of the company] during my internship. I have attached my resume for your review, and I would appreciate the opportunity to discuss how my skills and aspirations align with the goals of your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]