

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Grade] student at [Your High School's Name]. I am writing to express my interest in an internship position at [Company/Organization Name] for the [specific term or duration, e.g., summer 2024].

I am particularly drawn to [Company/Organization Name] because [briefly explain why you are interested in the company or its mission]. I believe that an internship would provide me with valuable hands-on experience and the opportunity to learn from professionals in the field.

As a student, I have developed skills in [mention relevant skills or subjects, e.g., communication, teamwork, problem-solving], and I am eager to apply these skills in a real-world setting. I am particularly interested in [specific area or project of interest related to the company].

I am available for an interview at your convenience and can be reached at [your phone number] or [your email address]. Thank you for considering my application. I look forward to the possibility of contributing to your team and learning from your expertise.

Sincerely,
[Your Name]