

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for an internship position at [Company/Organization Name] for the upcoming summer program. As a [Your Major/Field of Study] student at [Your University/College], I have a strong passion for [Relevant Field/Industry] and believe that this opportunity would greatly enhance my academic experience.

I am particularly drawn to [Company/Organization Name] because [Specific Reason Related to the Company or Its Projects/Values]. Through my coursework and projects such as [Briefly Mention Relevant Experience or Project], I have developed skills in [List Relevant Skills or Tools] that I am eager to apply in a professional setting.

I am confident that my background and skills would allow me to contribute positively to your team. I am excited about the possibility of working alongside experienced professionals and gaining valuable insights into the industry.

Thank you for considering my application. I am looking forward to the opportunity to further discuss how I can contribute to [Company/Organization Name] during the summer program. I hope to hear from you soon to schedule an interview.

Sincerely,
[Your Name]