

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

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., junior] at [Your University] majoring in [Your Major]. I am writing to express my interest in a professional internship opportunity at [Company's Name] for the upcoming [Specify time frame, e.g., summer 2024].

As an aspiring [Your Career Field, e.g., marketing professional], I have developed a strong foundation in [mention relevant skills or experiences]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects]. I am eager to contribute to your team and gain hands-on experience in [specific area of interest].

I have attached my resume for your review, which provides further details about my academic background and relevant experiences. I would be grateful for the opportunity to discuss how I can contribute to [Company's Name] and learn from your esteemed team.

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

Warm regards,

[Your Name]