

[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 an internship position at [Company Name]. I am currently a [Your Year, e.g., junior] at [Your University] majoring in [Your Major], and I am keen to gain practical experience in [specific area related to the company].

I believe that an internship with [Company Name] would provide me with the opportunity to learn from industry professionals and contribute my skills in [specific skills relevant to the position]. I am particularly impressed by [mention any specific project, value, or quality about the company], and I am excited about the possibility of being a part of such a dynamic team.

Enclosed is my resume, which provides further details about my academic background and previous experiences. I am eager to discuss how I can contribute to your team and learn during this internship.

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

Sincerely,
[Your Name]