

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

Dear [Recipient Name],

I am writing to express my interest in the [Internship Position] at [Company/Organization Name] as advertised [where you found the internship listing]. I am currently a [Your Major/Field of Study] student at [Your University] and am eager to gain practical experience in [specific field/area].

I am particularly drawn to this internship because [brief reason related to the company or the role]. My skills in [mention any relevant skills or experiences] will enable me to contribute effectively to your team.

I have attached my resume for your review. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company/Organization Name].

Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,
[Your Name]