

[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 am writing to express my interest in the internship position at [Company/Organization Name] for the [specific program or department] during [specific time period, e.g., summer 2024]. I am currently a [Your Year, e.g., sophomore] studying [Your Major] at [Your University], and I am eager to gain practical experience in [specific field or industry].

I have developed my skills through [mention relevant coursework, projects, or previous experience], which has prepared me well for this opportunity. [Add a sentence or two about a specific skill or experience that relates to the internship position].

I am particularly drawn to [Company/Organization Name] because [mention something notable about the company, its values, or projects that resonate with you]. I believe that my [mention two or three skills or traits] would allow me to contribute effectively to your team.

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company/Organization Name]. I am looking forward to the possibility of working together and learning from your esteemed team.

Thank you for considering my application. I hope to hear from you soon to discuss this exciting opportunity.

Sincerely,  
[Your Name]