

[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] as advertised [where you found the internship listing]. I am currently a [Your Year, e.g., sophomore] studying [Your Major] at [Your University], and I am eager to apply my skills in [specific skills relevant to the internship] to real-world projects.

I believe my experience in [relevant experience or coursework] has prepared me well for this opportunity. I am enthusiastic about the chance to contribute to your team and learn from industry professionals.

Attached is my resume for your review. I look forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application.

Sincerely,  
[Your Name]