

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the summer internship position at [Company/Organization Name] as advertised on [where you found the internship posting]. I am currently a [Your Year, e.g., sophomore] studying [Your Major] at [Your University].

Through my academic coursework and previous experiences, I have developed a solid foundation in [relevant skills or knowledge related to the internship]. I am particularly drawn to this internship because [specific reasons related to the company or position].

I am eager to contribute my skills and enthusiasm to your team while gaining valuable practical experience. I believe that this internship would provide me with an excellent opportunity to grow professionally and learn from industry experts.

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

Sincerely,  
[Your Name]