

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific internship position] at [Company's Name], as advertised on [where you found the job listing]. I am currently a [your year, e.g., junior] at [Your University/College] majoring in [Your Major], and I am eager to apply my skills and knowledge in a practical setting.

Through my coursework and previous experiences, I have developed a strong foundation in [relevant skills or topics related to the internship]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects]. I admire [mention any relevant company values, projects, or attributes], and I am excited about the opportunity to contribute to your team.

During my time at [Previous Experience or University Project], I [describe any relevant tasks or projects that show your skills]. This experience taught me [mention any skills or insights gained], which I believe would be an asset to your team.

I am enthusiastic about the possibility of joining [Company's Name] as an intern, and I am eager to bring my background in [Your Major/Skills] to your esteemed organization. Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the goals of [Company's Name].

Sincerely,
[Your Name]