

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 [mention where you found the internship listing, e.g., on your website, LinkedIn, etc.]. I am currently a [your current level, e.g., sophomore] majoring in [your major] at [Your University], and I am eager to apply my skills and passion for [related field or industry] in a hands-on environment.

During my academic career, I have developed a solid foundation in [mention relevant skills or coursework]. [Briefly mention any relevant projects, internships, or experiences that showcase your qualifications]. I believe these experiences have equipped me with [specific skills or knowledge] that will be beneficial in the [specific internship position]. I am particularly drawn to [Company's Name] because [mention what you admire about the company, specific projects, values, or goals]. I am enthusiastic about the opportunity to contribute to [mention any specific project or goal of the company] and learn from the talented team at [Company's Name].

I am excited about the possibility of discussing how my background, skills, and enthusiasm align with the needs of your team. Thank you for considering my application. I look forward to the opportunity to speak with you further.

Sincerely,
[Your Name]