

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your 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 Title] at [Company/Organization Name] as advertised on [where you found the internship 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 passion for [related field/industry] in a practical setting. During my time at [Your University/College], I have developed strong [specific skills or experiences relevant to the internship, e.g., analytical, communication, design] skills through [courses, projects, or relevant experiences]. I have also had the opportunity to [mention any relevant experience related to the internship, e.g., volunteer work, previous internships, part-time jobs] which has further solidified my desire to pursue a career in [industry/field related to the internship]. I am particularly drawn to [Company/Organization Name] because of [specific reasons related to the company's values, projects, or reputation]. I believe that my background in [specific skills or experiences] will allow me to contribute positively to your team, and I am excited about the possibility of learning and growing in such a dynamic environment.

I am looking forward to the opportunity to discuss how my education, skills, and enthusiasms align with the goals of your internship program. Thank you for considering my application. I hope to speak with you soon.

Sincerely,
[Your Name]