

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in an internship position at [Company/Organization Name]. I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your University] and am eager to gain practical experience in the [specific field or area of interest]. I am particularly impressed by [mention something specific about the company or organization], and I believe that an internship with your team would provide me with invaluable insights and skills.

I have attached my resume for your review. I would be grateful for the opportunity to discuss how my background, skills, and interests align with the goals of your team. Thank you for considering my application.

Sincerely,
[Your Name]