

[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 [where you found the internship listing]. I am currently a [your year, e.g., junior] at [Your College/University] majoring in [Your Major], and I am eager to gain practical experience in [specific field or industry].

Through my coursework and [relevant experiences or projects], I have developed [mention specific skills or knowledge relevant to the internship]. I am particularly drawn to [Company's Name] because [reason you are interested in the company or its projects].

I believe that my skills in [list relevant skills] and my passion for [related interest] would make me a valuable addition to your team. I am excited about the opportunity to contribute positively and learn from talented professionals at [Company's Name].

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further. Please feel free to contact me at [your phone number] or [your email address].

Sincerely,
[Your Name]